OPEN SYSTEMS® Accounting Software

Fixed Assets
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS™

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You should be able to apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, turn to page 1-15.

For specifics on using the text version, turn to page 1-37.

The Fixed Assets System

Use the Fixed Assets system to calculate and track the value and depreciation of your company's fixed assets—anything with a useful life of more than one year that is used to produce income and is not intended for sale. Standard methods of tracking depreciation—such as straight line, sum-of-the-years' digits, declining balance, ACRS, and MACRS—are available. The Fixed Assets system provides four sets of asset depreciation records: book, federal tax, other, and alternative minimum tax (A.M.T.).

In addition to calculating and tracking depreciation, the Fixed Assets system offers a wide array of reports to help you keep on top of current depreciation. It also offers planning utilities to help you determine the best methods for future depreciation.

Menu Structure

The Fixed Assets menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File Maintenance

Use the functions on the File Maintenance menu to set up and maintain information about your fixed assets. For example, use the Fixed Assets function to establish and update information about your assets. You will probably use the File Maintenance functions less often than any of the other Fixed Assets functions: once to set up the system and each time you want to add or change a valid code or ID.

Period Work

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Period Work functions to compute depreciation for a specified accounting period, produce a report to check the calculations, and then post the depreciation to the assets' records.

Forecasting

The Fixed Assets system contains three forecasting functions that can help you make decisions about the future of your fixed assets. The Lease vs Buy Analysis function can help you decide whether to rent or purchase an asset. The Loan Amortization function helps you determine the best combination of down payments and monthly payments for a loan. The Trial Depreciation function helps you determine which method of depreciation best suits your needs.

Reports

Fixed Assets offers three reports that summarize information from files:

- The Additions Journal contains the asset acquisition data you entered in the Fixed Assets function. Use this journal to review asset acquisition and valuation information.

- The Retirements Journal shows the reason for retirement, retirement code, estimated depreciable and actual depreciable life, and base and depreciation costs retired for the retired items you select. Use this information to analyze the depreciation of items that have been retired but not deleted.

- The Asset Value Report shows the book, assessed, insured, and at-risk value of each asset. Use it to review the individual or net value of your assets and to evaluate your insurance coverage.

Use the Reports functions as often as necessary to produce summarized information about assets' statuses, values, and so forth. Any single report can be valuable as you need it; combined, reports can be invaluable when you want to detect trends in your business's financial situation that a single function or report could not show.

Year-End

After doing a year's worth of period work, use the Year-End functions to produce a number of useful reports, to update the Fixed Assets files, and to prepare the system for another year of computing period depreciation.

Master File Lists

Information that you enter in the File Maintenance functions is kept in master files. Use the Master File Lists functions to produce the contents of the files: details about assets, depreciation tables, and retired assets.

File Information

The information you enter in Fixed Assets functions is stored in files. Fixed Assets uses three major files.

The FAMAxxx file holds arbitrarily defined attributes that you can assign to each asset. This file serves as a permanent source of information: data stays in this file until you remove it.

The Fixed Assets file is the backbone of the system. It contains assets records and current-year and historical depreciation information. Use the Fixed Assets function to create fixed assets records.

The FARJxxx file is an internal file created and maintained through the Retire Assets function. You can use the Retirements Journal and the Retired Assets List to see the contents of this file.

When you retire an asset, in part or in whole, the system creates a retirement record in the FARJxxx file, using information from the FAMAxxx file and information you enter during the retirement (see **File Interaction** below).

The FATAX file contains the depreciation tables supplied by the IRS. The original file—with the established, most recent tables—comes with the Fixed Assets system. As tax regulations change, use the Depreciation Tables function to revise the tables and add new ones.

The FATAX file is read by functions throughout the Fixed Assets system. Most important, the Year-End Maintenance function uses it to calculate annual depreciation for the next year.

Note

The FATAX file supplied with Fixed Assets version 4.00 and higher is markedly different from that supplied with Fixed Assets version 3.x. If you are upgrading from Fixed Assets version 3.x, see chapter 2.

File Interaction

The Fixed Assets application tracks asset depreciation. General information about assets, insurance and credits taken against assets, and information asset depreciation calculations are based on and the results of the calculations that are kept in the FAMAxxx file.

When you create an asset record, you define the estimated annual depreciation for the first year of the asset's life (the depreciation method is stored in the FATAX file). When you use the Compute Period Depreciation function, the system divides the annual depreciation by the number of periods you are processing, multiplies the result by the percentage of business use, and enters the product in the Current Depreciation fields in the columns you are processing.

When you use the Post Period Depreciation function, the system adds the current depreciation to the year-to-date depreciation and resets the current depreciation to zero.

When you use the Year-End Maintenance function, the system adds the year-to-date depreciation to the accumulated depreciation taken, resets the YTD Depreciation field to zero, adds the annual depreciation to the accumulated eligible depreciation, and calculates the annual depreciation for the next year. You can also delete specific retired asset records from the FARJxxx file during year-end processing.

When you use the Retire Assets function, the system enters a retirement date in the asset record in the FAMAxxx file, changes the asset status to *retired*, and posts all the asset depreciation fields to corresponding fields in the FARJxxx file. A retirement record is created in the FARJxxx file, using the information from the FAMAxxx file and information you enter during the retirement:

- asset ID (plus a 2-character retirement sequence number)
- retirement reason
- retirement code
- retirement date
- quantity retired
- asset dollar value retired
- retirement proceeds
- retirement expenses
- retirement credits
- depreciation methods for each column (from the FATAX file)
- general ledger asset account number

The retirement record also includes these fields for each column (Book, FedTax, A.M.T., and Other):

- depreciation beginning period and year
- depreciation ending period and year
- estimated and actual asset life

Finally, the system uses the retired base cost and retired asset dollar value to calculate a retirement percentage and uses the retirement percentage to calculate the following values for each column:

- salvage amount retired
- other bonus depreciation retired
- 179 expense amount retired
- applied credits retired
- base cost retired
- year-to-date depreciation retired
- accumulated eligible depreciation retired
- total depreciation retired (accumulated depreciation taken + year-to-date depreciation + current depreciation)

Application Interaction

Fixed Assets can be used as a standalone application, but you can get optimal use from it when you interface it with General Ledger through the Options and Interfaces function in Resource Manager.

If Fixed Assets is interfaced with General Ledger, the account numbers you enter in the assets records must be set up in the GLMAxxx (General Ledger Master) file. You can then use the **Inquiry (F2)** command to look up and select general ledger accounts.

After you define the accounts in the assets records, posting period depreciation debits the depreciation expense account and credits the accumulated depreciation account for the sum of the current depreciation amounts in the Book column.

Note

Retiring an asset does not remove it from the general ledger asset accounts. After you retire and dispose of an asset, you must make a manual GL Journal entry to remove the asset from your books.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Fixed Assets User’s Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.

- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 **-c** B **-a** selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using selena as your access code and H as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**selena **-c**H

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style

For a sample of the Start-style favorites menu, see page 1-25. For a sample of the text favorites menu, see page 1-39.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

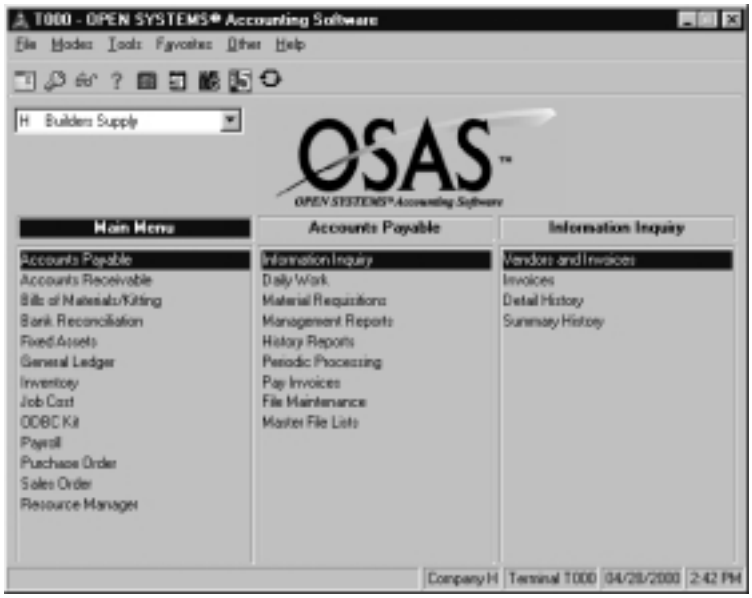
- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu

You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

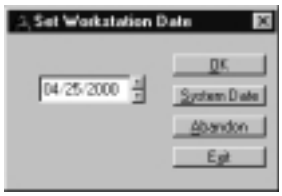
File Menu

Command	Tool Button	Key	Result
Access code		**F4**	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		**F5**	Toggles between the Sample Data and the Live Data.
Workstation date		**F6**	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		**F7**	Exits from OSAS.

Using the Access Code dialog box

To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.

Modes Menu

Command	Tool Button	Key	Result
GUI Functions		**Shift-F6**	Toggles between GUI function screens and text function screens.
Scale GUI Screens		**Shift-F7**	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.

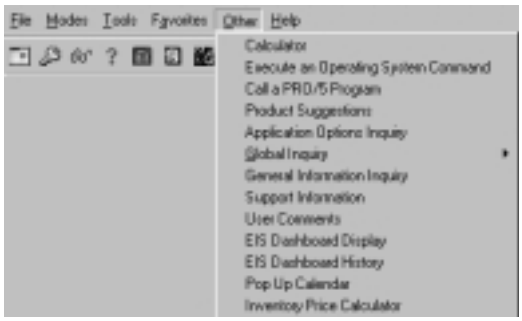
Tools Menu

Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Tool Button	Key	Result
Change to Favorites		**F2**	Displays the Favorites menu/Main menu. See *Graphical Favorites Menu* on page 1-25.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu

Command	Tool Button	Key	Result
Help		**F1**	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons

There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	Shift-F2	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the *Resource Manager User's Manual*.

Other Graphical Menu Features

The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field

Select the company to change to from the pull-down list box.

Data Set

On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (**F10**)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (**F2**)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (**F5**)	Switches between your sample data and your live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (**F1**)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style

To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

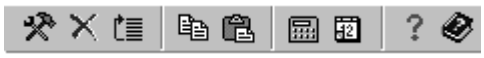
You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.

Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons



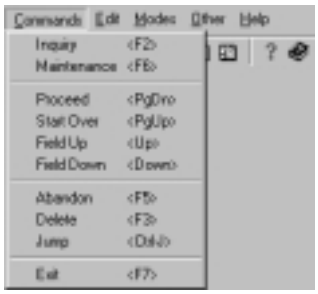
Tool Button	Key	Result
	F6	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	F3	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	PgUp	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	Shift-F9	Copy the contents of the current field.
	Shift-F10	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	F1	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons

Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

Function Pull-Down Menus

Commands Menu

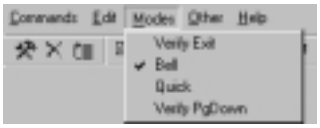


Selection (Key)	Operations
Inquiry (**F2**)	Use the **Inquiry** command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (**F6**)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (**PgDn**)	Proceed to the next screen or save your entries.
Start Over (**PgUp**)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (**Up**)	Move the cursor to the previous field.
Field Down (**Down**)	Move the cursor to the next field.
Abandon (**F5**)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (**F3**)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (**Ctrl-J**)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (**F7**)	Exit from a screen or a window and disregard everything you entered.

Edit Menu

Selection (Key)	Operations
Copy (**Shift-F9**)	Copy the contents of the current field.
Paste (**Shift-F10**)	Paste the value you copied from a previous field into the current field.
Undo (**Ctrl-Z**)	Restore the contents of the current field from before you made changes to it.

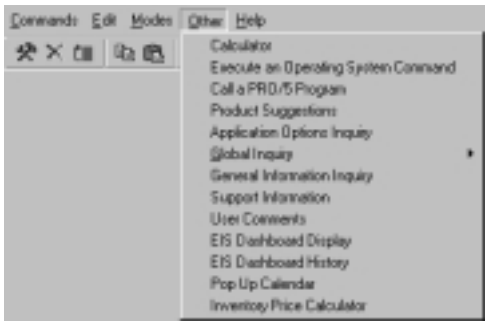
Modes Menu



Check the options you want to use.

Selection (Key)	Operations
Verify Exit	If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.
Bell	If the bell is turned on, it sounds at an error or when you must verify a command.
Quick	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.
Verify PgDown	If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu

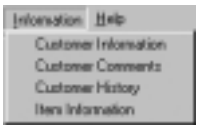


Selection	Operations
Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu

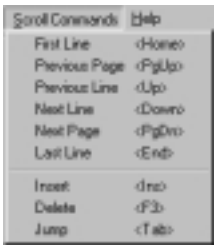
Selection (Key)	Operations
About OSAS	Displays the information about your OSAS installation.
Command Help	Displays the OSAS Key Help screen.
Help (**F1**)	Get information about the field you are working on.
Online Doc (**Shift-F1**)	Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu



The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)	Operations
First Line (**Home)**	Moves the cursor to the first data entry field.
Previous Page (**PgUp**)	Displays the previous page.
Previous Line (**Up**)	Moves the cursor up to the previous line.
Next Line (**Down**)	Moves the cursor down to the following line.
Next Page (**PgDn**)	Displays the following page.
Last Line (**End**)	Moves the cursor to the last data entry field.
Insert (**Ins**)	Allows the insertion of characters between preexisting entries in a field.
Delete (**F3**)	Deletes the selected characters.
Jump (**Tab**)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (**Shift-F3**)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (**Shift-F4**)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Detail Lookup (**Shift-F5**)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup (**Shift-F6**)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Serial Lookup (**Shift-F7**)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Description Lookup (**Shift-F8**)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry

When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	Home	Moves the cursor to the first line in a scroll region
	PgUp	Moves the cursor to the previous page of lines in a scroll region
	Up	Moves the cursor up one line
	Down	Moves the cursor down one line
	PgDn	Displays the next page of lines in the scroll region
	End	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help** (**F1**) command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the **INS** flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (**OVR** appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.

The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

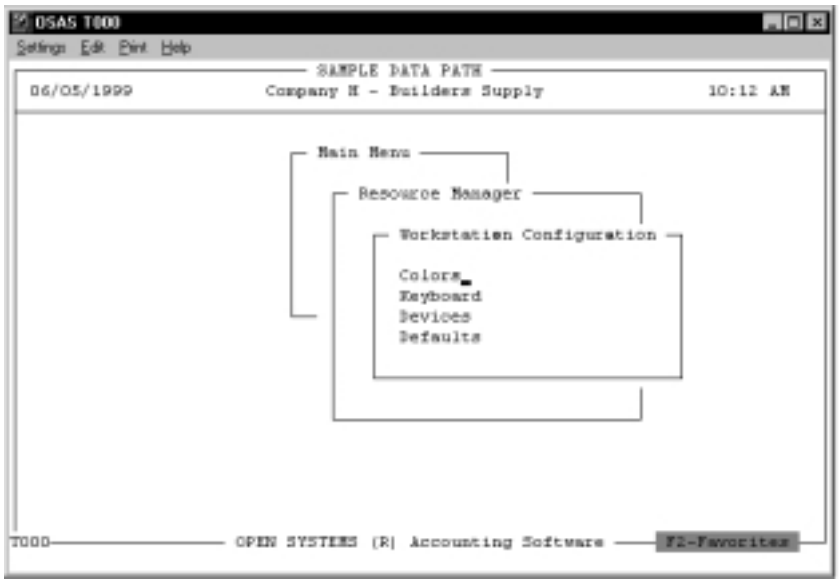
Scroll Button	Key	Result
	Home	Moves the cursor to the first key in the inquiry window.
	PgUp	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	Up	Moves the cursor up one line.
	Down	Moves the cursor down one line.
	PgDn	Displays the next page of keys in the inquiry window.
	End	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

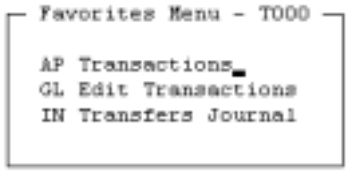
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or **Down**	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or **Down**	Move the cursor to the next field and accept the data entered.D
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ?** < > =.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

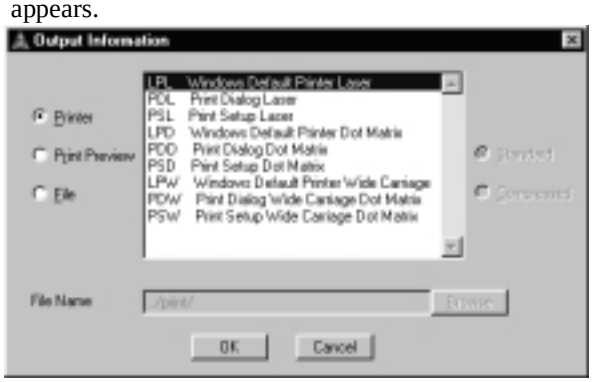
Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed** (**OK**) command, the Output Information screen appears.



To print the report

- Select **P**rinter and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select P**r**int Preview and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select File. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion 2

Installation	2-3
Conversion	2-5

Installation

Before You Install Fixed Assets

Make sure your system meets these minimum requirements before you install Fixed Assets.

The Fixed Assets system needs a minimum of eight megabytes (8Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Fixed Assets

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Guide*) to install Fixed Assets. No special considerations need to be made for Fixed Assets when you use this function.

Setting up Fixed Assets

Once you have installed Fixed Assets on your system, you must prepare your data files for everyday use.

You can prepare files for use with Fixed Assets in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger with Fixed Assets, you must set up your General Ledger accounts before you set up your Fixed Asset files.

Conversion

If you use an earlier version of OSAS Fixed Assets, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Fixed Assets. You can upgrade it from version 3.2, 4.0x, 4.1x, 5.xx, or *6.0x*. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Fixed Assets before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

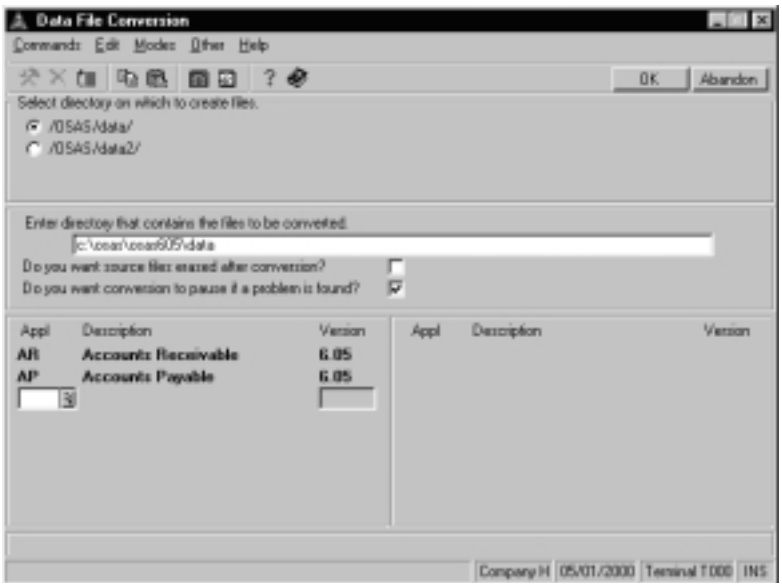
Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining this information from within the function.

Consider Your Setup

Before you try to convert your version of Fixed Assets to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a newer version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers evidence of data not converting correctly or file corruption a problem.

5. Enter **FA** in the Appl column; *Fixed Assets* appears.

6. Enter your earlier version number of Fixed Assets, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the **Information** (**Shift-F2**) command on the menu screen.)

7. If data files already exist for Fixed Assets in the intended destination path, the **FA data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed (OK)** command.

9. The **Do you want a printout of error log after each application**? prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Fixed Assets files, your answer to this prompt makes no difference.

10. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

11. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Fixed Assets added—appears.

Setup 3

Setup Considerations 3-3
Setup Checklist and Functions 3-5

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces:

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0-9)
  uppercase letters (A-Z)
  lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When comparing the first characters of several IDs, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, if you purchase two nearly identical drill presses, you can label them DRILLPRES0001 and DRILLPRES0002, differentiating them by suffix ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three items in between.

Setup Checklist and Functions

Follow the steps in the checklist below to set up the Fixed Assets system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the tables.
3. Build the depreciation tables.
4. Build the FAMAxxx (Fixed Assets) file.
5. Set up access codes.
6. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Fixed Assets can be interfaced with General Ledger.

If you interface Fixed Assets with General Ledger, the account numbers you enter in the asset records must be set up in the GLMAxxx (General Ledger Master) file. Then you can use the **Inquiry (F2)** command to look up and select general ledger account numbers when you enter asset records (page 8-3) and create Journal entries when you post period depreciation (page 4-11).

After you define the accounts in the assets records, posting period depreciation debits the depreciation expense account and credits the accumulated depreciation account for the sum of the current depreciation amounts in the Book column.

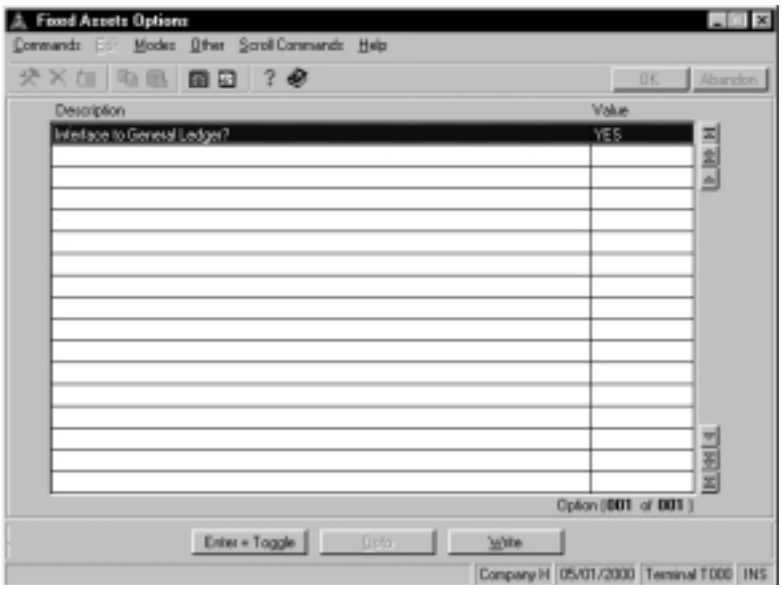
Note

Retiring an asset does not remove it from the general ledger asset accounts. After you retire and dispose of an asset, you must make a manual GL Journal entry to remove the asset from your books.

Options and Interfaces screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Guide* for more information about Options tables.) Then enter **FA** as the ID of the application you want to work with. The Fixed Assets Options screen appears.



Enter = Toggle, Write

To toggle an option (for example, between YES and NO), press **Enter**.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

For Fixed Assets, there is only one option: whether or not you want to interface Fixed Assets with General Ledger. This option is not available if General Ledger is not installed on your system.

Tables

Tables store information relating to the system, data, options, and other applications.

You must set up the following tables before you use the Fixed Assets system:

- ACPRDxxx
- DPRTXxxx
- LOCATxxx
- TAXDTxxx

You must set up one ACPRDxxx table for each company in the system. You can set up the LOCATxxx, DPRTXxxx and TAXDTxxx tables for individual companies and/or all companies.

For example, you can set up table LOCAT for companies that use the same location names; and you can set up table LOCATA01 for company A01, LOCATB01 for company B01, and so on if those companies use different location names.

If you delete a company-specific table or if you don’t set one up for a company, that company uses the generic table. For example, if you delete table LOCATA01, company A01 uses the LOCAT table.

For more information about these tables, see page 8-23.

Depreciation Tables

The Fixed Assets system makes extensive use of tables supplied by the IRS to calculate depreciation. All the established, current depreciation tables and selected tables from earlier years are provided with the Fixed Assets system. However, since tax laws change frequently, you may need to add or change depreciation tables before you begin Fixed Assets processing.

Note

Consult your accountant to determine if you need to change these tables or add tables before you begin Fixed Assets processing.

Depreciation tables are shared by all companies on your system.

For information about how to add or revise depreciation tables, refer to the Depreciation Tables function on page 8-31.

Fixed Assets

The FAMAxxx (Fixed Assets) file is the backbone of the system. It contains the records of all assets and current-year and historical depreciation information. Use the Fixed Assets function to create or update fixed assets records.

If you are upgrading from an earlier version of Fixed Assets, the FAMAxxx file is created and the initial balances (on the Depreciation subscreen) are set when you convert the old data files.

If you are installing Fixed Assets for the first time, you must collect the up-to-date information about the assets you own and enter the information into the FAMAxxx file before you begin operations.

Generating initial depreciation values

The way in which you can generate the initial depreciation values depends on these factors:

- whether or not you calculated and recorded depreciation before using this application
- whether or not you want to recalculate the depreciation for the entire lives of the assets

If you have been calculating and recording depreciation all along (and do not want to recalculate), first enter the base cost, salvage value, other expenses, accumulated depreciation (from prior years), annual depreciation (projected for the current year), and year-to-date depreciation taken in each asset record. Then begin processing with the current period. The system calculates the current-period depreciation and remaining depreciable base.

If you have not been calculating and recording depreciation or if you want to recalculate the depreciation for the entire lives of the assets, follow these steps:

1. Collect your asset records and organize them by the fiscal year you purchased the asset.
2. Set up the Fiscal Year field in the ACPRDxxx table to the first year you purchased assets.
3. Enter the required information on the General Information and Valuation and Credits subscreens for each asset. Be sure to enter the correct acquisition and placed-in-service dates for each asset (unless you use half-year convention ACRS). Then enter the base cost, salvage value, and other expenses and credits values on the Depreciation subscreen, but leave the accumulated, annual, year-to-date, and Current Depreciation fields blank.
4. After you have entered the assets purchased in one year, go back to step 2 and set the fiscal year to the next year you purchased assets. Repeat steps 2, 3, and 4 until all the assets records are entered.

5. After you have set up the asset records, change the fiscal year in the ACPRDxxx table to the first year you depreciated assets. Then use the functions on the Period Work menu (chapter 4) to compute and post retroactive depreciation, beginning with the period the oldest asset was placed in service.

6. Continue to compute and post period depreciation, cycling through the periods in sequence and performing year-end maintenance when required until you reach the current period.

Because the system uses the Date Placed in Service, Depreciation Begin Period, and Depreciation End Period fields as the keys to determine when to start and stop depreciating each asset, this method produces accurate historical values.

Note

Because of the acceptable range of variations in depreciation calculation and accounting methods, the results achieved through this method will be internally consistent, but they may not match the results achieved through manual methods.

For more information about entering fixed assets, refer to the Fixed Assets function on page 8-3.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Fixed Assets system itself, for menus in the system, or for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A code for each company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What should be protected

Because of the sensitive nature of some of the information in the Fixed Assets data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Fixed Assets application itself, each of the Fixed Assets menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Guide*.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up data files

Back up your Fixed Assets data files whenever they change—every day or every week—and before you run these functions:

- Compute Period Depreciation
- Post Period Depreciation
- Year-End Maintenance
- Retire Assets

Depreciation tables

After you have completed Fixed Assets installation, back up the FATAX (Depreciation Tables) file in your data path. This file is copied when you install Fixed Assets. In the future, if the FATAX file becomes corrupted for any reason, you can simply restore it from the backup.

Backing up programs

Once a month or so, back up your programs. Although these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Diskettes

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup diskettes, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Period Work 4

Compute Period Depreciation	4-3
Print Period Depreciation	4-7
Post Period Depreciation	4-11

Introduction

Period work consists of computing, checking, and then posting depreciation to your assets. You should perform period work at regular intervals. Just how regularly you perform it depends on the depreciation methods you use and the number of periods in your fiscal year.

The functions in this chapter explain the entire cycle of calculation, assessment, and posting of depreciation.

Compute Period Depreciation

Use the Compute Period Depreciation function to calculate the depreciation of active assets.

The depreciation methods you use and the number of periods in your fiscal year determine whether you should calculate and post depreciation at the end of every accounting period. You can calculate depreciation for any combination of columns and for the current period or for a range of periods in the current year. For example, you can calculate and post the Book column depreciation at the end of every accounting period (to keep the general ledger current) but wait until the end of the year to calculate the FedTax column depreciation.

How Period Depreciation Is Calculated

When you set up an asset, you define its value and the depreciation method. When you run the Year-End Maintenance function, the system uses the information you entered to calculate the annual depreciation for the next year.

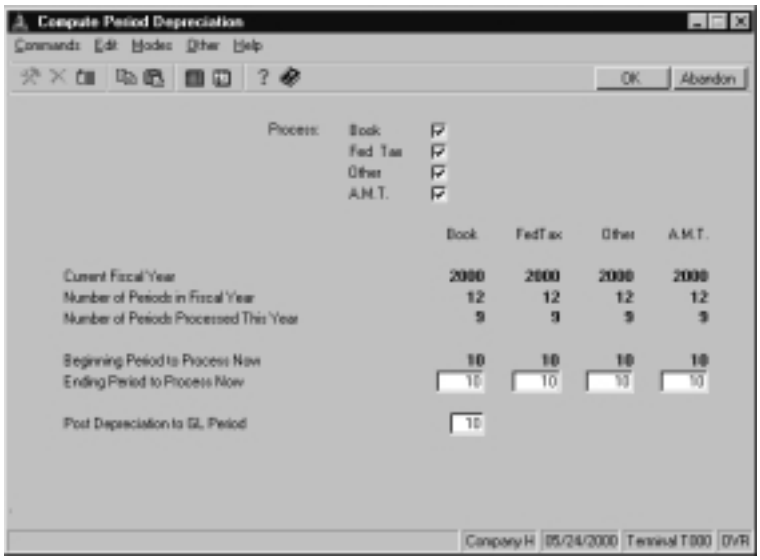
The Compute Period Depreciation function divides the annual depreciation by the number of periods in the fiscal year and places the result in the Current Depreciation field. For example, if you have an asset with an annual depreciation of $1200, use a 12-period fiscal year, and compute depreciation for only one period, the system divides $1200 by 12 and puts $100 in the Current Depreciation field.

Current and Year-to-Date Depreciation

When you use the Post Period Depreciation function, the amount in the Current Depreciation field is added to the amount in the YTD Depreciation field, and the Current Depreciation field is reset to zero. If Fixed Assets is interfaced with General Ledger, the total Book column current depreciation for active assets is debited to the depreciation expense account and credited to the accumulated depreciation account.

Compute Period Depreciation Screen

Select **Compute Period Depreciation** from the Period Work menu. The function screen appears.



The system checks the ACPRDxxx table to see if period depreciation has been computed. If it has, this prompt appears:

Period depreciation already computed. Do you want to recompute?

To leave the existing numbers intact, select **No** (or enter **N** in text mode). To recompute the period depreciation, select **Yes** (or enter **Y** in text mode).

Field	Description
Process	You can select any combination of books to depreciate. Check the box (or enter **Y** in text mode) in the fields corresponding to the book(s) you want to depreciate. If you do not want to depreciate a book, uncheck the box (or enter **N** in text mode) in its corresponding field.

Note

Book values are the only depreciation values that affect the general ledger. Therefore, to keep the general ledger up to date, many companies calculate and post book depreciation every period but wait until the end of the year to calculate tax depreciation.

Field	Description
Current Fiscal Year Number of Periods in Fiscal Year Processed This Year	After you select a column to process, the system fills in these fields. (This information is stored in the ACPRDxxx table.)
Beginning Period to Process Now	The next period in sequence after the period displayed in the Number of Periods Processed This Year field is displayed. For example, if you have processed 6 periods this year, 7 is displayed.
Ending Period to Process Now	Press **Enter** to use the displayed period, or enter the number of the last period you want to include in the depreciation calculation.
Post Depreciation to GL Period	This field is accessible only if you are processing the Book column (see **Process** above). The period number that is displayed is based on the current system date and the CNVTxxx table. (For information about the CNVTxxx table, see the *Resource Manager User's Guide*.) Press **Enter** to post to the general ledger period that is displayed, or enter the period you want the depreciation posted to.

Use the **Proceed (OK)** command to start the process. As the system computes the current depreciation for each asset, the asset ID is displayed at the bottom of the screen.

When the system is finished computing depreciation, the Period Work menu appears.

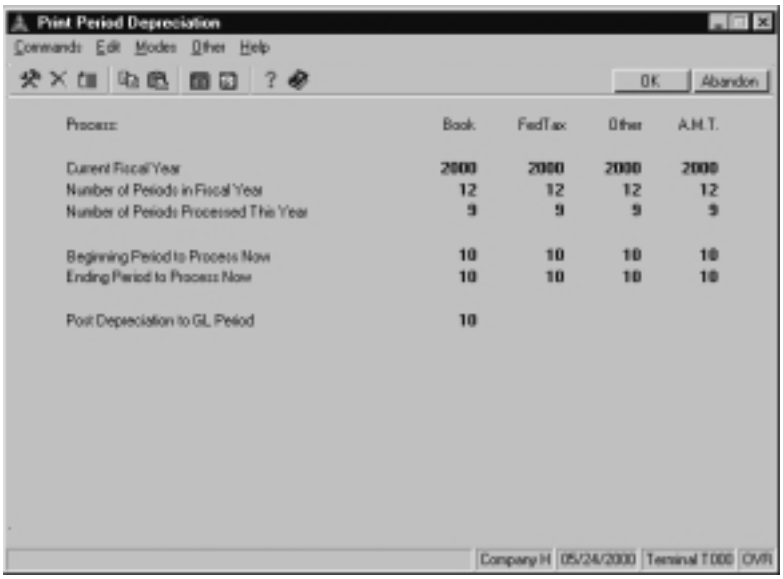
Print Period Depreciation

The Print Period Depreciation function produces a journal of accumulated depreciation taken and the year-to-date, annual, and current depreciation for active assets.

Print the journal after you compute period depreciation; use it to check your figures before you post period depreciation. When your figures are correct, save the journal as part of your audit trail. You can compare it to the Post Period Depreciation Log.

Print Period Depreciation Screen

Select **Print Period Depreciation** from the Period Work menu. The function screen appears.



If you have not yet computed period depreciation, this message appears:

> Period depreciation is not computed.

If you have computed period depreciation, your book selections from the Compute Period Depreciation screen are displayed. The values in the Current Fiscal Year, Number of Periods in Fiscal Year, Number of Periods Processed This Year, Beginning Period to Process Now, Ending Period to Process Now, and Post Depreciation to GL Period fields are displayed from the ACPRDxxx table. These values were set when you used the Compute Period Depreciation function (page 4-3). You cannot change them on this screen.

A sample of the journal is at the end of this section.

After the journal is produced, the Period Work menu appears.

Notes on the Journal

How the journal is organized

The Period Depreciation Journal is organized by general ledger asset account number. You enter this account number on the Valuation and Credits subscreen in the fixed asset record.

Within each account number the journal is organized by asset ID.

How current depreciation is calculated

The amount in the Current Depreciation field is the annual depreciation divided by the number of periods in the fiscal year, times the number of periods processed since the last post, times the percentage of business use. When you post depreciation (page 4-11), the amount in the Current Depreciation field is added to the YTD Depreciation field, and the Current Depreciation field is reset to zero.

After year-end processing, the amount in the YTD Depreciation field is added to the Accumulated Depreciation Taken field, the YTD Depreciation field is reset to zero, and the annual depreciation for next year is calculated.

Period Depreciation Journal

11/10/2000 Builders Supply Page 1
10:32 PM Period Depreciation
By GL Asset Account

Processed:	BOOK	FEDTAX	OTHER	A.M.T.
Current Fiscal Year	2000	2000	2000	2000
Number of Periods in Fiscal Year	12	12	12	12
Number of Periods Processed This Year	9	9	9	9
Beginning Period to Process Now	10	10	10	10
Ending Period to Process Now	10	10	10	10
Post Depreciation to GL Period	10			

Asset ID	Description / Column	Depr. Method	Depr. Begin	Est. Life	Base Cost	Accumulated Depreciation	Year-to-Date Depreciation	Annual Depreciation	Current Depreciation
GL Asset Account 151000									
BUILDING	Corporate Headquarters Bldg								
	BOOK	SL	04/1998	330	197500.00	12568.18	5386.37	7181.82	598.49
	FEDTAX	M27R	04/1998	330	197500.00	12268.70	5385.83	7181.10	598.43
	OTHER	SL	04/1998	330	197500.00	12568.18	5386.37	7181.82	598.49
	A.M.T.	150DB	04/1998	216	197500.00	27773.44	10607.91	14143.88	1178.66
GL Asset Account 152000									
OFFICE 91	Office Equipment 1991								
	BOOK	SL	01/1996	60	2421.00	1912.59	381.31	508.41	42.37
	FEDTAX	SL	01/1996	60	2421.00	1912.59	381.31	508.41	42.37
	OTHER	SL	01/1996	60	2421.00	1936.80	363.15	484.20	40.35
	A.M.T.	SL	01/1996	60	2421.00	2025.57	296.57	395.43	32.95
OFFICE 92	Office Equipment 1992								
	BOOK	M07Q1	01/1997	84	3323.67	2052.03	272.46	363.28	30.27
	FEDTAX	M07Q1	01/1997	84	3323.67	2052.03	272.46	363.28	30.27
	OTHER	SL	01/1997	84	3323.67	1424.43	356.11	474.81	39.57
	A.M.T.	NONE			.00	.00	.00	.00	.00
TOTAL FOR GL ASSET ACCOUNT 152000					5744.67	3964.62	653.77	871.69	72.64
					5744.67	3964.62	653.77	871.69	72.64
					5744.67	3361.23	719.26	959.01	79.92
					2421.00	2025.57	296.57	395.43	32.95

End of Report

Post Period Depreciation

After you have computed and verified periodic depreciation, use the Post Period Depreciation function to add the current depreciation to the year-to-date depreciation and reset the current depreciation to zero.

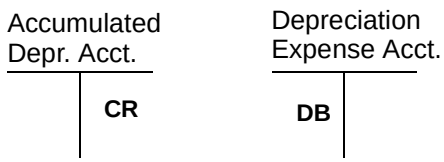
If Fixed Assets is interfaced with General Ledger, this function also updates the general ledger asset accounts with the sum of the amounts in the Current Depreciation field in the asset record and updates the GLJRxxx (Journal) file.

Note

The Book column is the only column that affects General Ledger.

Posting to General Ledger

The following T-accounts show what happens to the general ledger when you post depreciation:



You specify these two account numbers on the Valuation and Credits subscreen of each asset record.

Note

The other account number in each asset record—GL asset account—is not affected by this function. The GL asset account is used for report selection and organization only.

When you post period depreciation, both the post date and original transaction date are posted to the GLJRxxx file, providing a detailed audit trail for journal entries.

Before You Post

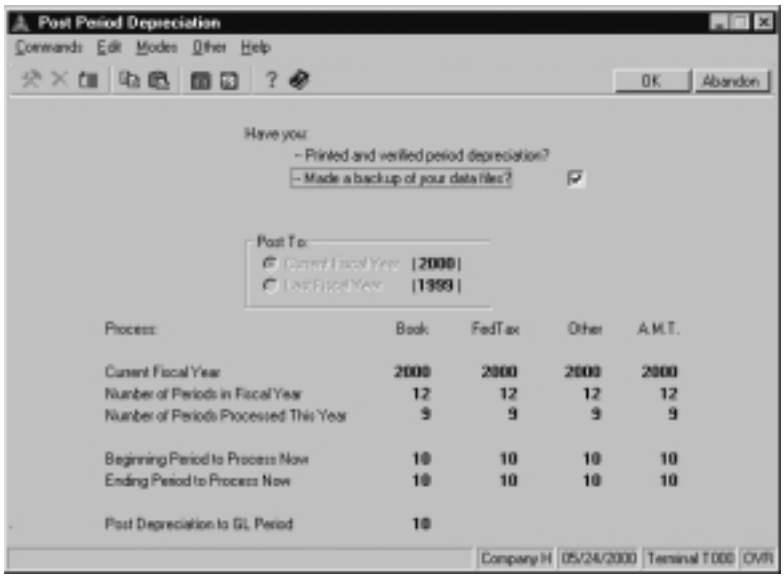
Before you post current depreciation, make sure that you have done these things:

- computed the period depreciation
- printed the Period Depreciation Journal
- checked the amounts to be posted
- backed up your data files

If you have a multiuser system, make sure that no on else is using the Fixed Assets system. You cannot post if someone else is using Fixed Assets functions.

Post Period Depreciation Screen

Select **Post Period Depreciation** from the Period Work menu. The function screen appears.



If you have not printed and verified period depreciation and backed up your data files, uncheck the box (or enter **N** in text mode). When you have done these things, check the box (or enter **Y** in text mode).

If Fixed Assets is interfaced to General Ledger, and last-year files exist in General Ledger, select the year to which you want your depreciation entries posted.

Select the output device.

A sample posting log is on the next page.

After the log is printed, the Period Work menu appears.

Post Period Depreciation Log

```
11/10/2000                    Builders Supply                    Page    1
10:33 PM                  Post Period Depreciation


Amount Posted to GL Period  1        Debit          Credit

   ACCUM. DEPR.  152500                              72.64
   ACCUM. DEPR.  153500                             767.79
   ACCUM. DEPR.  154500                              11.81
   DEPR. EXP.    521000             1450.73
   ACCUM. DEPR.  181000                             598.49
                              ============================
   BALANCE                          1450.73        1450.73


11/10/2000                    Builders Supply                    Page    2
10:33 PM                  Post Period Depreciation


Processed:                              Book  FedTax   Other  A.M.T.
-------------------------------------------------------------------

Current Fiscal Year                    2000    2000    2000    2000
Number of Periods in Fiscal Year         12      12      12      12
Number of Periods Processed This Year     9       9       9       9

Beginning Period to Process Now          10      10      10      10
Ending Period to Process Now             10      10      10      10

Post Depreciation to GL Period           10



Number of Assets in File                 30
Number of Assets Processed               21

Depreciation Posted for Book                   1450.73
Depreciation Posted for FedTax                 1535.49
Depreciation Posted for Other                  1443.97
Depreciation Posted for A.M.T.                 1488.36

End of Report
```

Forecasting 5

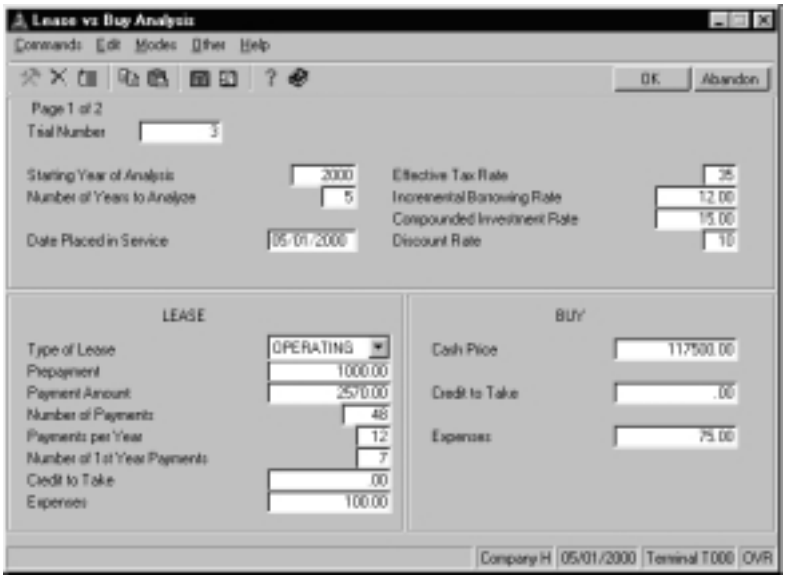
Lease vs Buy Analysis	5-3
Loan Amortization	5-13
Trial Depreciation	5-19

Lease vs Buy Analysis

Use the Lease vs Buy Analysis function to compare the costs and advantages of buying or leasing an asset. After you enter the factors that define the lease and the purchase, the system produces an analysis in the form of a report. Then if you want to compare different factors, simply change any of them that you like and produce the analysis again.

Lease vs Buy Analysis Screen One

Select **Lease vs Buy Analysis** from the Forecasting menu. The first of two Lease vs Buy Analysis screens appears.



Field	Description
Trial Number	Use the trial number to keep track of different analyses. The trial number is 1 whenever you enter this function and is incremented by 1 each time you generate an analysis. The trial number is reset to 1 when you exit to the Forecasting menu. Press **Enter** to accept the displayed number, or enter a different number.
Starting Year of Analysis	Enter the year you want the analysis to start.
Number of Years to Analyze	Enter the number of years you want the analysis to cover.
Date Placed in Service	Press **Enter** to place the asset in service on the displayed date, or enter the date you plan to place the asset in service.
Effective Tax Rate	Enter your effective income tax rate.
Incremental Borrowing Rate	Enter the incremental borrowing rate—that is, your cost of capital.
Compounded Investment Rate	Enter the compounded investment rate—that is, the rate of return you could expect if you invested capital instead of buying assets.
Discount Rate	Enter the discount rate—that is, your internal rate of return or opportunity cost.

Lease

Type of Lease	For an operating lease, enter **O**. For a capital lease, enter **C**.
Prepayment	Enter the lease prepayment, if one is required.
Payment Amount	Enter the regular lease payment.
Number of Payments	Enter the number of payments you will make during the life of the lease.
Payments per Year	Enter the number of payments you will make in a normal year.
Number of 1st Year Payments	Enter the number of payments you will make in the first year of the lease.
Credit to Take	Enter the net investment or tax credits you can take on the lease.
Expenses	Enter the net expenses involved in leasing the asset.

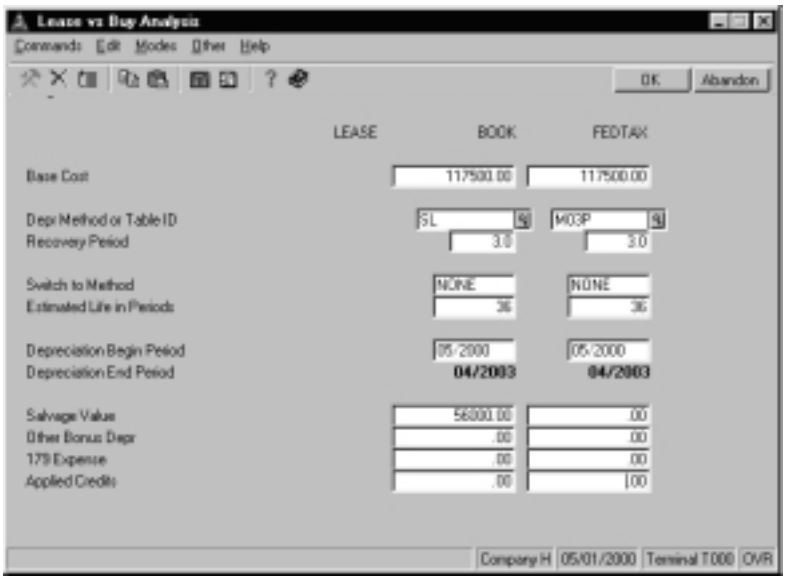
Buy

Cash Price	Enter the total cash price of the asset.
Credit to Take	Enter the investment or tax credit you can deduct from the depreciable base if you purchase the asset.
Expenses	Enter the net expenses involved in buying the asset.

Use the **Proceed** (**OK**) command to save your entries and display the second Lease vs Buy Analysis screen.

Lease vs Buy Analysis Screen Two

Use the second Lease vs Buy Analysis screen to enter proposed depreciation information in two columns: BOOK and FEDTAX.



Field	Description
Base Cost	Press **Enter** to use the base cost you entered on the first screen (in the Cash Price field), or enter a different base cost.
Inquiry Depr Method or Table ID	Enter the code for the method of calculating depreciation you want to use, or enter the ID of the table containing the table-driven depreciation method you want to use. If you use a table-driven depreciation method, you can use the **Inquiry (F2)** command. These are the valid codes for calculated depreciation: **None -** calculate no depreciation for this column **SL -** straight line

Field	Description
	SLACRS - straight-line ACRS **SYD** - sum-of-the-years'-digits *xxx***DB -** declining balance (*xxx* is a percentage between 000 and 999)
Recovery Period	Enter the number of years in the recovery period. The system uses this number and the information in the ACPRDxxx table to calculate the number of periods in the estimated life of the asset (see below) and to identify the column to use if you are using a table method based on the recovery period.
Switch to Method	If you are using sum-of-the-years'-digits or declining-balance depreciation, you can choose an alternative depreciation method for the end of the fiscal year if it is to your advantage. If you do not want to switch methods automatically, press **Enter**. If you want to switch methods, what you can enter depends on the primary method you chose. If you selected sum-of-the-years'-digits (SYD) for the primary depreciation method, you can enter **SL** (straight line). If you selected the declining- balance (*xxx*DB) method, you can enter **SYD** or **SL**. If you are using a depreciation method other than sum-of-the-years'-digits or declining balance, you cannot enter anything.
Estimated Life in Periods	Enter the number of accounting periods in the estimated life of the asset. The estimated life (based on the recovery period and the ACPRDxxx table) appears at the bottom of the screen.

Field	Description
Depreciation Begin Period (pd/yyyy)	Enter the accounting period and year you want to begin depreciating the asset. The date the asset was placed in service, which you entered on the first Lease vs Buy Analysis screen, is displayed at the bottom of the screen.

Note

This is not a date field. Depending on the period system you use, you can have as few as 1 or as many as 52 accounting periods in a year. You must type the period number, press **Enter,** and then type the year and press **Enter** again.

Field	Description
Depreciation End Period	After you enter the beginning accounting period and year, the system uses the number of periods in the asset's estimated life that you entered to calculate the last period and year of depreciation.
Salvage Value	Enter the estimated salvage value the asset will have at the end of its useful life.
Other Bonus Depr	The bonus depreciation is an extra amount the government lets you take (with some qualifications) during the first year of an asset's life. If the asset is eligible for bonus depreciation, enter the amount.
179 Expense	If you want to claim all or part of the cost of the asset as a Section 179 expense, enter the amount to be expensed.
Applied Credits	Enter the credit you want to apply against the base depreciable value of the asset. If you entered an amount in the Credit to Take field on the first Lease vs Buy Analysis screen, that amount is displayed at the bottom of the screen.

Select the output device.

A sample analysis is at the end of this section.

After the analysis is generated, the first Leave vs Buy Analysis screen appears, and the Trial Number field is incremented by 1. Because your entries are preserved, you can change a few numbers and produce another analysis.

When you are finished, exit to the Forecasting menu.

Lease vs Buy Analysis (page 1)

05/01/2000 Builders Supply Page 1
12:26 PM Lease vs Buy Analysis
Trial 3

Starting Year of Analysis	2000	Effective Tax Rate	35
Number of Years to Analyze	05	Incremental Borrowing Rate	12.00
		Compounded Investment Rate	15.00
Date Placed in Service	05/01/2000	Discount Rate	10

Lease		Buy	
Type of Lease	OPERATING	Cash Price	117500.00
Prepayment	1000.00		
Payment Amount	2570.00	Credit to Take	.00
Number of Payments	48		
Payments per Year	12	Expenses	75.00
Number of 1st-Year Payments	07		
Credit to Take	.00		
Expenses	100.00		
Net Present Value of Lease	98693.08		

	Lease	Book	FedTax
Base Cost	98693.08	117500.00	117500.00
Depreciation Method/Table ID	NONE	SL	M03P
Recovery Period	0.0	3.0	3.0
Switch to Method	NONE	NONE	NONE
Estimated Life in Periods	0	36	36
Depreciation Begin Period		05/2000	05/2000
Depreciation End Period		04/2003	04/2003
Salvage Value	.00	56000.00	.00
Other Bonus Depreciation	.00	.00	.00
179 Expense	.00	.00	.00
Applied Credits	.00	.00	.00

Lease vs Buy Analysis (page 2)

05/01/2000 — Page 2

Builders Supply
Lease vs Buy Analysis
Trial 3
In $$

Lease Analysis

Tax Savings at Tax Rate of 35%	2000	2001	2002	2003	2004	Total
Lease Payments	19090.0	30840.0	30840.0	30840.0	12850.0	124460.0
+ Expensed Amount	0.0					0.0
- Interest Income	(9893.0)	(15211.1)	(12698.7)	(9782.4)	(3106.3)	(50691.5)
= Net Expenses	9197.0	15628.9	18141.3	21057.6	9743.7	73768.5
Tax Savings on Expenses	3219.0	5470.1	6349.5	7370.2	3410.3	25819.0
+ Tax Credits	0.0					0.0
= Total Tax Savings	3219.0	5470.1	6349.5	7370.2	3410.3	25819.0
Net Present Value at 10%	21305.9					

P & L Effect	2000	2001	2002	2003	2004	Total
Lease Payments	19090.0	30840.0	30840.0	30840.0	12850.0	124460.0
- Interest Income	(9893.0)	(15211.1)	(12698.7)	(9782.4)	(3106.3)	(50691.5)
- Tax Savings	(3219.0)	(5470.1)	(6349.5)	(7370.2)	(3410.3)	(25819.0)
= Total P & L Effect	5978.1	10158.8	11791.8	13687.4	6333.4	47949.5

Cash Outflows	2000	2001	2002	2003	2004	Total
Lease Payments	19090.0	30840.0	30840.0	30840.0	12850.0	124460.0
+ Expensed Amount	0.0					0.0
- Interest Income	(9893.0)	(15211.1)	(12698.7)	(9782.4)	(3106.3)	(50691.5)
- Tax Savings	(3219.0)	(5470.1)	(6349.5)	(7370.2)	(3410.3)	(25819.0)
= Net Cash Outflows	5978.1	10158.8	11791.8	13687.4	6333.4	47949.5
Net Present Value at 10%	39568.0					

Notes:
1. Tax Savings computed assuming lease payments (not lease expense) are fully deductable.
2. Net Present Value is computed assuming period-end flows and time zero at the beginning of the first year displayed.
3. Salvage (residual) value assumed to be zero.
4. Buy-out provision of lease not considered.
3. Salvage (residual) value assumed to be zero.
4. Buy-out provision of lease not considered.

Lease vs Buy Analysis (page 3)

05/01/2000 — Builders Supply — Page 3

Lease vs Buy Analysis
Trial 3
In $$

Buy Analysis

Tax Savings at Tax Rate of 35%	2000	2001	2002	2003	2004	Total
Tax Depreciation	39162.8	52228.8	17401.8	8706.8	0.0	117500.2
+ Expensed Amount	0.0					0.0
+ Bonus Depreciation	0.0					0.0
= Net Expenses	39162.8	52228.8	17401.8	8706.8	0.0	117500.2
Tax Savings on Expenses	13707.0	18280.1	6090.6	3047.4	0.0	41125.1
+ Tax Credits	0.0					0.0
= Total Tax Savings	13707.0	18280.1	6090.6	3047.4	0.0	41125.1
Net Present Value at 10%	37648.4					

P & L Effect	2000	2001	2002	2003	2004	Total
Book Depreciation	13666.7	20500.0	20500.0	6833.3	0.0	61500.0
- Tax Savings	(13707.0)	(18280.1)	(6090.6)	(3047.4)	0.0	(41125.1)
= Total P & L Effect	(40.3)	2219.9	14409.4	3785.9	0.0	20374.9

Cash Outflows	2000	2001	2002	2003	2004	Total
Cash Price + Expenses	117575.0					117575.0
- Tax Savings	(13707.0)	(18280.1)	(6090.6)	(3047.4)	0.0	(41125.1)
= Net Cash Outflows	103868.0	(18280.1)	(6090.6)	(3047.4)	0.0	76449.9
Net Present Value at 10%	79926.7					

Notes: 1. Net Present Value is computed assuming period-end cash flows and time zero at the beginning of the first year displayed.
2. Salvage (residual) value assumed to be zero.

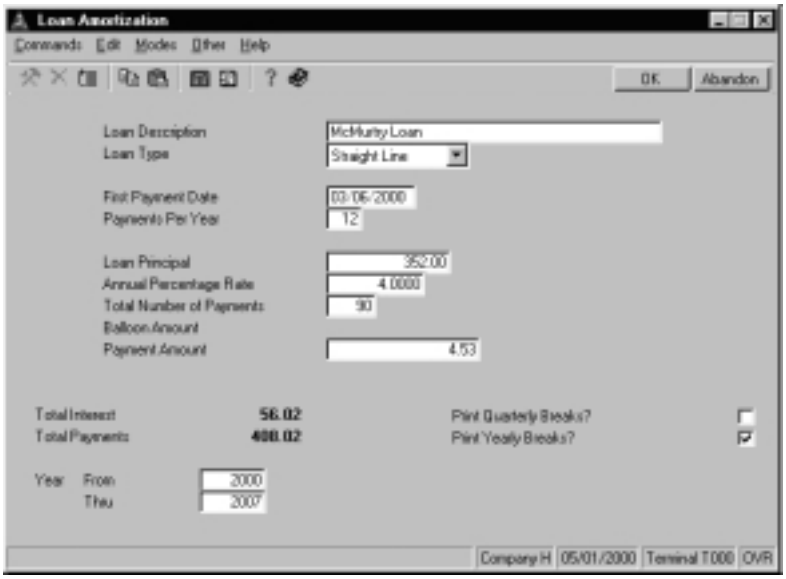
End of Report

Loan Amortization

Use the Loan Amortization function to calculate payments based on loan principal, type, and interest rate; to calculate balloon payments; and to determine the down payment needed to get the monthly payment you want. This comparison can help you determine which approach to borrowing money best fits your needs, budget, and cash flow.

Loan Amortization Screen

Select **Loan Amortization** from the Forecasting menu. The function screen appears.



Field	Description
Loan Description	Enter a brief description of the loan.

Field	Description
Loan Type	Select the type of loan you are working with: **S** - straight loan **R** - rule of 78s loan **B** - balloon payment loan **F** - fixed principal loan
First Payment Date	Press **Enter** if the first payment is due on the date that is displayed, or enter the date the first payment is due.
Payments Per Year	Enter the number of payments you will make in a year.
Loan Principal	If you are working with a straight line or rule of 78s loan, enter the loan principal, or press **Enter** to leave this field blank. If you leave the field blank, the system calculates the principal after you enter the payment amount (below). If you are working with a balloon payment loan, enter the loan principal. If you are working with a fixed principal loan, enter the loan principal, or press **Enter** to leave this field blank. If you leave the field blank, the system calculates the principal after you enter the principal per period (below).
Annual Percentage Rate	Enter the yearly compounded interest rate.
Total Number of Payments	Enter the total number of payments you will make during the life of the loan.
Balloon Amount	This field appears only if you are working with a balloon payment loan. Enter the balloon payment. The balloon payment cannot exceed the amount you entered in the Loan Principal field.
Principal Per Period	This field appears only if you are working with a fixed principal loan. If you entered an amount in the Loan Principal field, leave this field blank**.** The system calculates the principal for each period.

Field	Description
	If you did not enter an amount in the Loan Principal field, enter the principal to be paid in each payment. The system calculates the total principal and enters it in the Loan Principal field.
Payment Amount	This field does not appear if you are working with a fixed principal loan. See **First Payment Amount** (below). If you are working with a straight line or rule of 78s loan and you entered an amount in the Loan Principal field, press **Enter.** The system calculates the payment. If you are working with a balloon payment loan, the system calculates the payment after you enter the balloon amount. You cannot access this field. If you are working with a straight line or rule of 78s loan and you left the Loan Principal field blank, enter the periodic payment. The system calculates the total principal and enters it in the Loan Principal field.

Note

If you enter figures in both the Loan Principal and Payment Amount fields, the calculated principal (based on the payment times the number of payments) overwrites the loan principal you entered.

Field	Description
First Payment Amount	This field appears only if you are working with a fixed principal loan. The system calculates the amount after you enter the principal per period. You cannot access this field.
Total Interest Total Payments	The system calculates the total interest and total payments (plus the balloon amount, if any).

Field	Description
Year From/Thru	The system populates these fields based on the values you entered in the Payments Per Year and Total Number of Payments fields. To produce the Amortization Schedule for one year, enter the year in both the From and Thru fields. To list a range of years, enter the first year at From and the last year at Thru. To produce the Amortization Schedule for the life of the loan, press **Enter** at both From and Thru.

Select the output device.

A sample Amortization Schedule is at the end of this section.

After the schedule is printed, the cursor goes to the Loan Description field. Enter new values, or exit to the Forecasting menu.

Amortization Schedule

04/10/2001 Builders Supply Page 1
10:39 PM Amortization Schedule

Loan Description Gina Marie

Loan Principal	234235.00	Loan Type	Straight Line
Annual Percentage Rate	32.0000	Payments per Year	12
Payment Amount	23065.95	Total Number of Payments	12

First Payment Date 04/10/2001

Payment No.	Date	Amount	Applied to Principal	Applied to Interest	Remaining Principal	Cumulative Interest
1	04/10/2001	23065.95	16819.68	6246.27	217415.32	6246.27
2	05/10/2001	23065.95	17268.21	5797.74	200147.11	12044.01
3	06/10/2001	23065.95	17728.69	5337.26	182418.42	17381.27
4	07/10/2001	23065.95	18201.46	4864.49	164216.96	22245.76
5	08/10/2001	23065.95	18686.83	4379.12	145530.13	26624.88
6	09/10/2001	23065.95	19185.15	3880.80	126344.98	30505.68
7	10/10/2001	23065.95	19696.75	3369.20	106648.23	33874.88
8	11/10/2001	23065.95	20222.00	2843.95	86426.23	36718.83
9	12/10/2001	23065.95	20761.25	2304.70	65664.98	39023.53
2001 TOTALS		207593.55	168570.02	39023.53		
10	01/10/2002	23065.95	21314.88	1751.07	44350.10	40774.60
11	02/10/2002	23065.95	21883.28	1182.67	22466.82	41957.27
12	03/10/2002	23065.94	22466.82	599.12	.00	42556.39
2002 TOTALS		69197.84	65664.98	3532.86		
GRAND TOTALS		276791.39	234235.00	42556.39		

End of Report

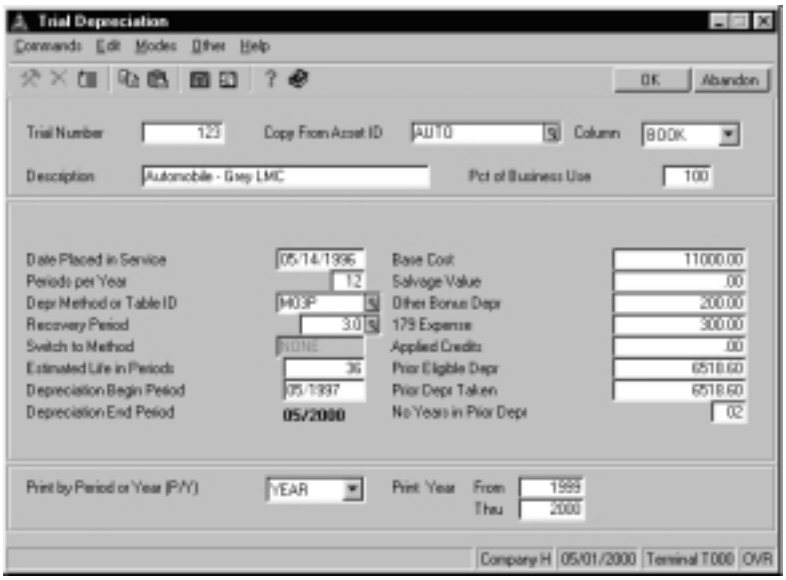
Trial Depreciation

Use the Trial Depreciation function to forecast depreciation for proposed and existing assets, to calculate depreciation for past periods that need to be adjusted, and to compare the results of different depreciation strategies.

After you select the depreciation method and enter the numbers that affect the depreciable life and value of the asset, the system produces a Trial Depreciation Schedule. If you want to analyze different numbers, you can change any of them and produce the schedule again.

Trial Depreciation Screen

Select **Trial Depreciation** from the Forecasting menu. The function screen appears.



Field	Description
Trial Number	Use the trial number to keep track of different analyses. The trial number is 1 whenever you enter this function and is incremented by 1 each time you print a Trial Depreciation Schedule. Press **Enter** to accept the displayed number, or enter a different number.
Copy From Asset ID	If the asset you want to analyze is like an asset in the FAMAxxx (Fixed Assets) file, you can copy the cost and depreciation information from that asset. Enter the ID of the asset you want to copy from. If you do not want to copy information from an existing asset record, press **Enter** to skip this field.
Column	If you elected to copy an asset, select the column to copy: **B** - Book (Default) **F** - Federal Tax **O** - Other **A** - Alternative Minimum Tax
Description	Enter a brief description of the asset.
Pct of Business Use	Enter the percentage of time the asset is used for business purposes rather than for personal reasons. The system uses this percentage to reduce the amount of depreciation.
Date Placed in Service	Press **Enter** to place the asset in service on the displayed date, or enter the date you placed the asset in service.

Inquiry

Note

You must enter this date if you are using a depreciation table based on the month the asset was placed in service

.

	Field	Description
	Periods per Year	Press Enter to use the default (from the ACPRDxxx table), or enter the number of accounting periods in the fiscal year.
Inquiry	Depr Method or Table ID	Enter the code for the method of calculating depreciation you want to use, or enter the ID of the table containing the table-driven depreciation method you want to use. For more information about depreciation table names, refer to the Depreciation Tables function (see page 8-31). These are the valid codes for calculated depreciation: **None -** calculate no depreciation for this column **SL -** straight line **SLACRS** - straight-line ACRS **SYD** - sum-of-the-years'-digits *xxx***DB -** declining balance (where *xxx* is a percentage between 000 and 999)
Inquiry	Recovery Period	Enter the number of years in the asset's depreciable life. The system uses this number and the number of periods per year to calculate the number of periods in the estimated life of the asset. If you are using a depreciation table based on recovery period, the system also uses this number to determine which column of the table to use.
	Switch to Method	If you are using sum-of-the-years'-digits or declining-balance depreciation, you can choose an alternative depreciation method for the end of the fiscal year if it is to your advantage. If you do not want to switch methods automatically, enter **NONE**. If you want to switch methods, what you can enter depends on the primary method you chose. If you used sum-of-the-years'-digits (SYD) for the primary depreciation method, you can enter **SL** (straight line). If you used the declining-balance (*xxx*DB) method, you can enter **SYD** or **SL.**

Field	Description
	If you are using a depreciation method other than sum-of-the-years'-digits or declining balance, you cannot enter a switch-to method. MACRS tables have a built-in switch-to method.
Estimated Life in Periods	Enter the number of accounting periods in the estimated life of the asset. The estimated life (based on Recovery Period) appears at the bottom of the screen.
Depreciation Begin Period (pd/yyyy)	Enter the accounting period and year you want to begin depreciating the asset.

Note

This is not a date field. Depending on the period system you use, you can have as few as 1 or as many as 52 accounting periods in a year. You must type the period number, press **Enter,** and then type the year and press **Enter** again.

Field	Description
Depreciation End Period	After you enter the beginning accounting period and year, the system uses the number of periods in the asset's estimated life that you entered to calculate the last period and year of depreciation.
Base Cost	Enter the base cost (the acquisition cost plus depreciable expenses, minus other adjustments) of the asset.
Salvage Value	Enter the estimated salvage value the asset will have at the end of its useful life.
Other Bonus Depr	The bonus depreciation is an extra amount the government lets you take (with some qualifications—consult your accountant) during the first year of an asset's life. If the asset is eligible for bonus depreciation, enter it here.

Field	Description
179 Expense	If you want to claim all or part of the cost of the asset as a Section 179 expense, enter the amount to be expensed.
Applied Credits	If you want to apply credits to this column, enter the amount of credits to apply. The total credits (from the Credits field on the Valuation and Credits subscreen) is displayed at the bottom of the screen.
Prior Eligible Depr	For a new, undepreciated asset, press **Enter** to skip this field. If you took depreciation on the asset in previous years, enter the total potential depreciation (assuming 100 percent business use) you could have taken at the end of the last fiscal year.
Prior Depr Taken	For a new, undepreciated asset, press **Enter** to skip this field. If you took depreciation on the asset in previous years, enter the total actual depreciation you took at the end of the last fiscal year. This number should reflect your percentage of business use.
No Years in Prior Depr	If you took depreciation in previous years, enter the number of years the asset has been depreciated. It cannot exceed the estimated life of the asset.
Print by Period or Year	Enter **P** to print the Trial Depreciation Schedule by period, or check the box or enter **Y** to print the yearly figures only.
Print Year From/Thru	The system fills these fields based on what you entered in the Depreciation Begin Period and Depreciation End Period fields. To produce the Trial Depreciation for one year, enter the year at both From and Thru. To list a range of years, enter the first year at From and the last year at Thru. To produce the Trial Depreciation Schedule for the life of the asset, press **Enter** at both From and Thru.

Select the output device.

A sample Trial Depreciation Schedule is at the end of this section.

After the schedule is generated, the Trial Depreciation screen appears, and the Trial Number field is incremented by 1. Because your entries are preserved, you can change a few numbers and produce another Trial Depreciation Schedule.

When you are finished, exit to the Forecasting menu.

Trial Depreciation Schedule

04/10/2001 Builders Supply Page 1
10:41 PM Trial Depreciation
Trial 1
Gina Marie

% of Business Use	100	Base Cost	80.00
Date Placed in Service	04/10/2001	Salvage Value	43.00
Periods per Year	12	Other Bonus Depr.	34.00
		179 Expense	34534.00
Depr. Method/Table ID	03YSH	Applied Credits	434.00
Recovery Period	5.0		
Switch to Method	NONE	Prior Eligible Depr.	8989.00
		Prior Depr. Taken	78.00
Estimated Life in Periods	12	No. Years in Prior Depr.	00
Depreciation Begin Period	01/2000		
Depreciation End Period	12/2000		

Print by Period or Year YEAR

Print Year From 2000
Thru 2000

Year	Accumulated Eligible Depr.	Remaining Depr. Base	Annual Depreciation	Period	Current Depreciation	YTD Depreciation	Accumulated Depreciation
Begin 2000	8989.00	43954.00-	.00				78.00
				ALL	.00	.00	78.00
End 2000	8989.00	43954.00-					78.00

End of Report

Reports 6

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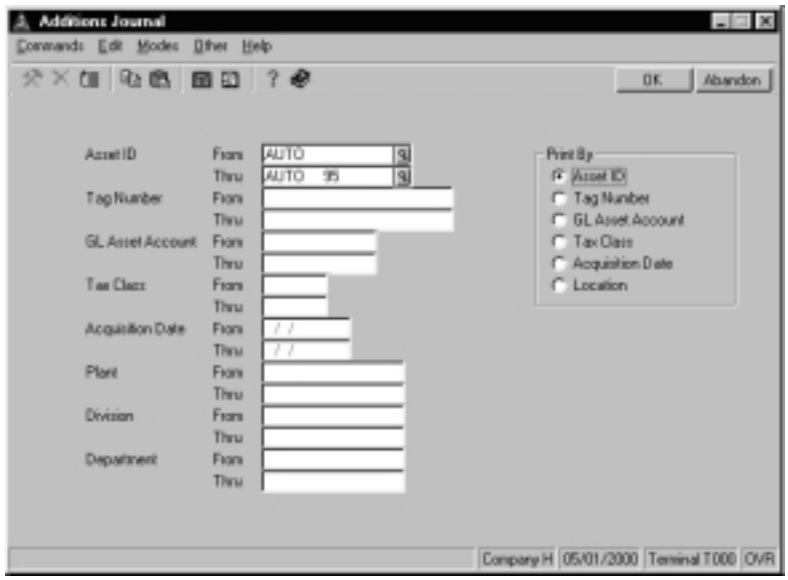
Additions Journal

The Additions Journal contains the asset acquisition data you entered in the Fixed Assets function. Use this journal to review asset acquisition and valuation information.

Additions Journal Screen

Select **Additions Journal** from the Reports menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the journal.

2. Enter the range of tag numbers you want to include in the journal.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the journal. The **Inquiry** (**F2**) command is available only if Fixed Assets is interfaced with General Ledger.

4. Enter the range of tax classes you want to include in the journal.

5. Enter the range of acquisition dates you want to include in the journal.

6. Enter the range of user-defined locations you want to include in the journal.

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

7. Select the way in which you want to organize and subtotal the journal.

8. Select the output device.

A sample Additions Journal is at the end of this section.

After the journal is produced, the Reports menu appears.

Additions Journal

04/10/2001 Builders Supply PAGE 1
10:42 PM Additions Journal
by Asset ID

Asset ID	Description/ Tag Number	Qty	Acq. Date Dt. Placed	Owned/ Leased	New/ Used	Personal or Real	Tax Depr. Method	Tax Class	% Bus. Use	Acquisition Cost
ASSET ID BUILDING										
BUILDING	Corporate Headquarters Bldg 1234 Parklane Road	1	04/11/1997 04/11/1997	OWNED	NEW	REAL	M27R	1250	100	197500.00
	TOTAL FOR ASSET ID BUILDING									197500.00
	GRAND TOTAL									197500.00

End of Report

Retirements Journal

The Retirements Journal shows the reason for retirement, retirement code, estimated depreciable and actual depreciable life, and base and depreciation costs retired for the retired items you select. Use this information to analyze the depreciation of items that have been retired but not deleted.

Note

Retired assets can be purged during year-end maintenance. Print the Retirements Journal before you use the Year-End Maintenance function.

Retirements Journal Screen

Select **Retirements Journal** from the Reports menu. The function screen appears.

Inquiry

1. Enter the range of asset IDs you want to include in the journal.

Note

Retired assets are identified by the standard asset ID, plus a 2-digit sequence number.

2. Enter the range of retirement codes you want to include in the journal.

Inquiry

3. Enter the range of general ledger asset accounts you want to include in the journal. The **Inquiry** (**F2**) command is available only if Fixed Assets is interfaced with General Ledger.
4. Enter the range of retirement dates you want to include in the journal.
5. Select the order in which you want to organize and subtotal the journal.
6. Select the output device.

A sample Retirements Journal is at the end of this section.

After the journal is produced, the Reports menu appears.

Retirements Journal

04/10/2001 Builders Supply Page 1
10:43 PM Retirements Journal
by Asset ID

Asset ID / Description / Retirement Reason	Ret. Code / Ret. Qty.	Acq. Date / Ret. Date / Ret. Amount		Depreciation Begin Period	Depreciation End Period	Est. Life	Act. Life	Base Cost Retired	Depreciation Retired
ASSET ID COMPUTER									
COMPUTER 0001 -01	1	06/10/1993	BOOK	6/1994	5/1997	36	36	6329.84	6329.84
Micro-Computer for Accounting	1	05/30/1996	FEDTAX	6/1994	5/1997	36	36	6329.84	6076.65
Fully Retired		6329.84	OTHER	6/1994	5/1997	36	36	6329.84	6329.84
			A.M.T.	/2000	/2000	0	0	.00	.00
TOTAL FOR ASSET ID COMPUTER			BOOK					6329.84	6329.84
			FEDTAX					6329.84	6076.65
		6329.84	OTHER					6329.84	6329.84
			A.M.T.					.00	.00
ASSET ID CRANE									
CRANE 0001 -01	2	03/02/1989	BOOK	3/1990	2/2000	120	120	421302.59	413302.59
Cranes/Derricks	2	02/28/1999	FEDTAX	3/1990	2/2000	120	120	421302.59	379598.38
Fully Depreciated		421302.59	OTHER	3/1990	2/2000	120	120	421302.59	413302.59
			A.M.T.	/2000	/2000	0	0	.00	.00
TOTAL FOR ASSET ID CRANE			BOOK					421302.59	413302.59
			FEDTAX					421302.59	379598.38
		421302.59	OTHER					421302.59	413302.59
			A.M.T.					.00	.00
ASSET ID FORKLIFT									
FORKLIFT 0001 -01	2	03/02/1989	BOOK	3/1990	2/2000	120	120	160000.00	155000.00
Forklifts	4	02/28/1999	FEDTAX	3/1990	2/2000	120	120	160000.00	142200.00
Fully Depreciated		160000.00	OTHER	3/1990	2/2000	120	120	160000.00	155000.00
			A.M.T.	/2000	/2000	0	0	.00	.00
GRAND TOTAL			BOOK					1394004.76	1375504.76
			FEDTAX					1394004.76	1264247.58
		1394004.76	OTHER					1394004.76	1375504.76
			A.M.T.					.00	.00

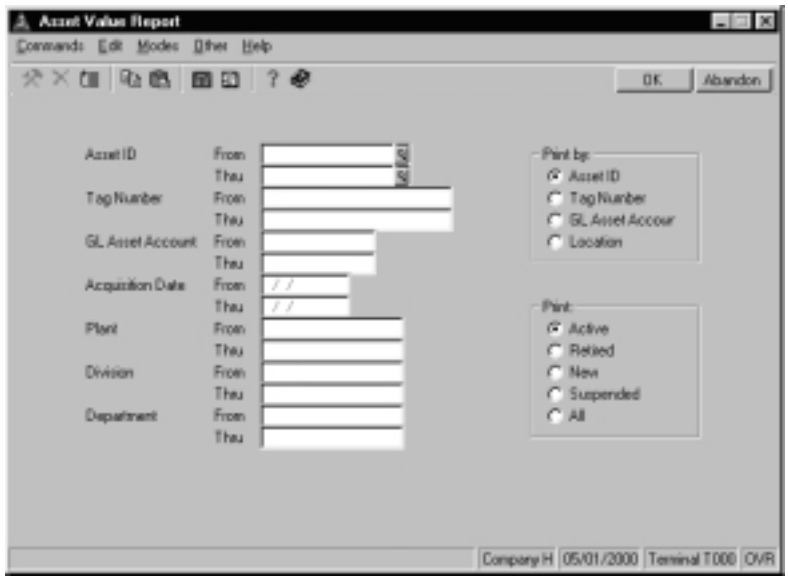
End of Report

Asset Value Report

The Asset Value Report shows the book, assessed, insured, and at-risk value of each asset. Use it to review the individual or net value of your assets and to evaluate your insurance coverage.

Asset Value Report Screen

Select **Asset Value Report** from the Reports menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the report.
2. Enter the range of tag numbers you want to include in the report.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in report. The **Inquiry (F2)** command is available only if Fixed Assets is interfaced with General Ledger.

4. Enter the range of acquisition dates you want to include in the report.
5. Enter the range of user-defined locations you want to include in the report.

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.
6. Select the order in which you want to organize and subtotal the report.
7. Select the status of the assets you want to include in the report.
8. Select the output device.

A sample Asset Value Report is at the end of this section.

After the report is produced, the Reports menu appears.

Asset Value Report

04/10/2001 Builders Supply PAGE 1
10:45 PM Asset Value Report
by Asset ID

Asset ID / Description	Qty.	Acq. Date / Status	Net Book Val. / Replace Cost		Value Date	Current Value	Replace Cost at Risk
ASSET ID BUILDING							
BUILDING	1	04/11/1997	178946.96	Insurance	04/11/1997	197500.00	197500.00-
Corporate Headquarters Bldg		ACTIVE	.00	Assessment	12/15/1998	222790.00	222790.00-
TOTAL FOR ASSET ID BUILDING			178946.96	Insurance		197500.00	197500.00-
			.00	Assessment		222790.00	222790.00-
ASSET ID LAND							
LAND	1	09/22/1992	45000.00	Insurance		.00	.00
10 Acres Corporate Site		ACTIVE	.00	Assessment		.00	.00
TOTAL FOR ASSET ID LAND			45000.00	Insurance		.00	.00
			.00	Assessment		.00	.00
GRAND TOTALS			223946.96	Insurance		197500.00	197500.00-
			.00	Assessment		222790.00	222790.00-

*** End of Report ***

Year End 7

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Percent of Business Use Report	7-45

Introduction

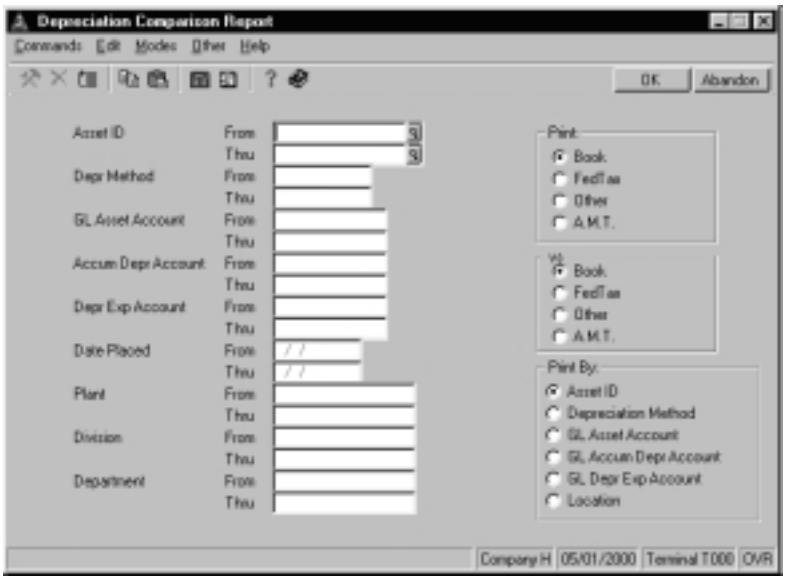
Perform the functions explained in this chapter in the sequence they are presented. Each report explained *before* the Year-End Maintenance function serves as a valuable backup and can help you maintain your audit trail. *After* performing year-end maintenance, produce the Percent of Business Use Report.

Depreciation Comparison Report

The Depreciation Comparison Report shows the base costs, depreciation methods, accumulated and year-to-date depreciation, and year-to-date difference for any two columns you select. Use this report to compare depreciation amounts and methods.

Depreciation Comparison Report Screen

Select **Depreciation Comparison Report** from the Year-End menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the report.
2. Enter the range of depreciation methods you want to include in the report.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

Inquiry

4. Enter the range of accumulated depreciation account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

Inquiry

5. Enter the range of general ledger depreciation expense account numbers you want to include in the report. The **Inquiry(F2)** command is only available if Fixed Assets is interfaced with General Ledger.

6. Enter the range of dates in which assets were placed in service that you want to include in the report.

7. Enter the range of the three user-defined location fields you want to include in the report.

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

8. Select the first column you want to compare.

9. Select the second column you want to compare.

Note

You cannot compare a column to itself.

10. Select the order in which you want to organize and subtotal the report.

11. Select the output device.

A sample Depreciation Comparison Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Depreciation Comparison Report

04/10/2001 Builders Supply Page 1
10:46 PM Depreciation Comparison Report
by Asset ID
Compare Book Against FedTax

Asset ID / Description	Date Placed / % Bus Use		Depr Method	Base Cost	Accumulated Depreciation	YTD Depreciation	BOOK - FEDTAX YTD Difference
ASSET ID AUTO							
AUTO	05/14/1996	BOOK	M03P	11000.00	6518.60	815.10	
Automobile - Grey LMC	75	FEDTAX	SL	11000.00	6107.14	1102.68	287.58-
AUTO 92 2	03/31/1996	BOOK	M05P	1230.08	875.83	118.09	
Auto Stereo System	100	FEDTAX	M05P	1230.08	875.83	118.09	.00
AUTO 95	02/01/1999	BOOK	SL	35735.00	.00	3801.42	
Automobile - Tan LMC	80	FEDTAX	M03P	35735.00	.00	9077.43	5276.01-
TOTAL FOR ASSET ID SAW		BOOK		216131.20	210590.56	3540.64	
		FEDTAX		216131.20	193300.06	3540.64	.00
ASSET ID WELDER							
WELDER 0001	03/02/1989	BOOK	SL	318265.13	312971.74	5293.39	
Welding Machines	100	FEDTAX	SL	318265.13	287510.53	5293.39	.00
TOTAL FOR ASSET ID WELDER		BOOK		318265.13	312971.74	5293.39	
		FEDTAX		318265.13	287510.53	5293.39	.00
GRAND TOTAL		BOOK		1763421.97	1401484.46	43004.55	
		FEDTAX		1763421.97	1289885.58	48188.30	5183.75-

End of Report

Gains and Losses Report

The Gains and Losses Report shows acquisition, in-service, and retirement dates; base cost, depreciation, and reduction amounts retired; net sale proceeds; and gain or loss from the disposal of retired assets. Use the report to analyze the profits or losses from the disposal of retired assets and to determine whether you need to make an adjusting entry in the general ledger.

Note

Retired assets can be purged during year-end maintenance. Print the Gains and Losses Report before using the Year-End Maintenance function.

Gains and Losses Report Screen

Select **Gains and Losses Report** from the Year-End menu. The function screen appears.

Inquiry

1. Enter the range of asset IDs you want to include in the report.
2. Enter the range of retirement codes you want to include in the report.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.
4. Enter the range of retirement dates you want to include in the report.
5. Select the order in which you want to organize and subtotal the report.
6. Select the output device.

A sample Gains and Losses Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Gains and Losses Report

04/10/2001 Builders Supply Page 1
10:47 PM Gains and Losses Report
by Asset ID

Asset ID / Description	Acq. Date Placed / Date Retired		Retired Base Cost	Retired Accum. Depr.	Retired YTD Depr.	Retired Reductions	Net Sale Proceeds	Gain or Loss
ASSET ID COMPUTER								
COMPUTER 0001 -01	06/10/1993	BOOK	6329.84	5950.60	379.24	.00	150.00	150.00
Micro-Computer for Acco	06/10/1993	FEDTAX	6329.84	6076.65	.00	253.19	150.00	150.00
% Business Use 100	05/30/1996	OTHER	6329.84	5450.70	879.14	.00	150.00	150.00
Tax Class 1245		A.M.T.	.00	.00	.00	.00	.00	.00
TOTAL FOR ASSET ID COMPUTER		BOOK	6329.84	5950.60	379.24	.00	150.00	150.00
		FEDTAX	6329.84	6076.65	.00	253.19	150.00	150.00
		OTHER	6329.84	5450.70	879.14	.00	150.00	150.00
		A.M.T.	.00	.00	.00	.00	.00	.00
ASSET ID DRILL								
DRILL 0001 -01	03/02/1989	BOOK	22016.54	21650.36	366.18	.00	.00	.00
Drill Press	03/02/1989	FEDTAX	22016.54	19899.04	366.18	1761.32	.00	10.00
% Business Use 100	02/28/1999	OTHER	22016.54	21650.36	366.18	.00	.00	.00
Tax Class 1245		A.M.T.	.00	.00	.00	.00	.00	.00
TOTAL FOR ASSET ID DRILL		BOOK	22016.54	21650.36	366.18	.00	.00	.00
		FEDTAX	22016.54	19899.04	366.18	1761.32	.00	10.00
		OTHER	22016.54	21650.36	366.18	.00	.00	.00
		A.M.T.	.00	.00	.00	.00	.00	.00
GRAND TOTAL		BOOK	1394004.76	1352545.69	22959.07	.00	3285.00	15215.00-
		FEDTAX	1394004.76	1241667.75	22579.83	77562.97	3285.00	48909.21-
		OTHER	1394004.76	1352045.79	23458.97	.00	3285.00	15215.00-
		A.M.T.	.00	.00	.00	.00	.00	.00

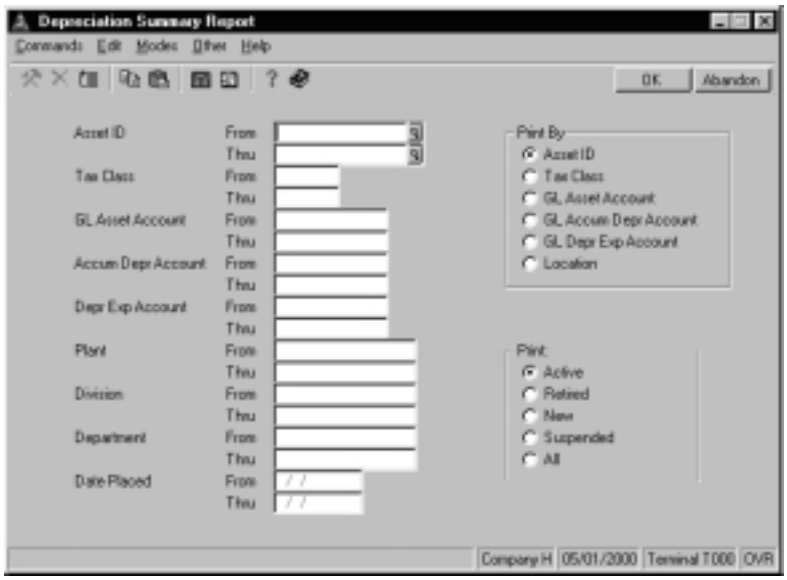
End of Report

Depreciation Summary Report

The Depreciation Summary Report shows the base costs, depreciation methods, accumulated and year-to-date depreciation, remaining depreciable base, and estimated life for all columns. Use this report to review depreciation methods and amounts and to collect the information you need to complete tax forms.

Depreciation Summary Report Screen

Select **Depreciation Summary Report** from the Year-End menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the report.
2. Enter the range of tax classes you want to include in the report.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

Inquiry

4. Enter the range of accumulated depreciation account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

Inquiry

5. Enter the range of general ledger depreciation expense account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

6. Enter the range of the three user-defined location fields you want to include in the report.

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

7. Enter the range of dates in which assets were placed in service that you want to include in the report.

8. Select the order in which you want to organize and subtotal the report.

9. Select the status of the assets you want to include in the report.

10. Select the output device.

A sample Depreciation Summary Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Depreciation Summary Report

04/10/2001 Builders Supply PAGE 1
10:47 PM Depreciation Summary Report
by Asset ID

Asset ID / Description		Depr. Begin Period	Depr. End Period	Est. Life	Depr. Method	Base Cost	Accum. Depr. Taken	Remaining Depr. Base	% of Base Deprec. This Year	Year-to-Date Depreciation
ASSET ID AUTO										
ASSET ID BUILDING										
BUILDING	BOOK	04/1998	09/2025	330	SL	197500.00	12568.18	178946.96	3.03	5984.86
Corporate Headquarters Bl	FEDTAX	04/1998	10/2025	330	M27R	197500.00	12268.70	179247.04	3.03	5984.26
	OTHER	04/1998	09/2025	330	SL	197500.00	12568.18	178946.96	3.03	5984.86
	A.M.T.	04/1998	03/2016	216	150DB	197500.00	27773.44	157939.99	5.97	11786.57
TOTAL FOR ASSET ID BUILDING					BOOK	197500.00	12568.18	178946.96		5984.86
					TAX	197500.00	12268.70	179247.04		5984.26
					OTHER	197500.00	12568.18	178946.96		5984.86
					A.M.T.	197500.00	27773.44	157939.99		11786.57
ASSET ID COMPUTER										
COMPUTER 91	BOOK	01/1996	12/1998	36	SL	11021.00	6021.00	.00	.00	.00
Computer Equipment 1991	FEDTAX	01/1996	12/1998	36	SL	11021.00	6021.00	.00	.00	.00
	OTHER	01/1996	12/1998	36	SL	11021.00	6021.00	.00	.00	.00
	A.M.T.	01/1996	12/1998	36	SL	11021.00	6021.00	.00	.00	.00
COMPUTER 92	BOOK	01/1997	12/2001	60	M05P	5684.78	4047.57	1091.47	9.60	545.74
Portable Computer	FEDTAX	01/1997	12/2001	60	M05P	5684.78	4047.57	1091.47	9.60	545.74
	OTHER	03/1997	02/2002	60	SL	5684.78	3221.38	1515.94	16.67	947.46
	A.M.T.	01/1997	12/2001	60	SL	5684.78	3410.87	1326.44	16.67	947.47

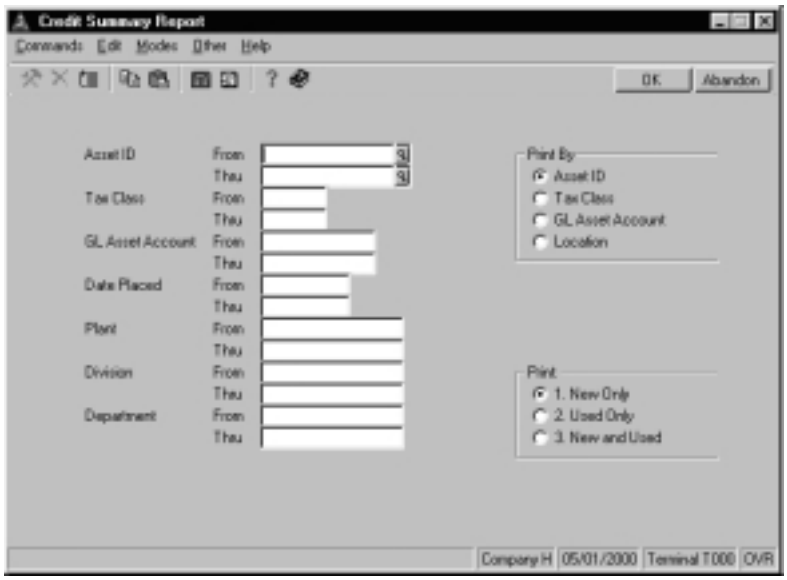
End of Report

Credit Summary Report

The Credit Summary Report shows the base costs, depreciation methods, 179 expenses and adjusted base costs, applied credit amounts, and percentages of adjusted base costs for all columns. Use this report as a resource when filling out IRS form 3468, *Investment Credit*.

Credit Summary Report Screen

Select **Credit Summary Report** from the Year-End menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the report.
2. Enter the range of tax classes you want to include in the report.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of dates in which assets were placed in service that you want to include in the report.

5. Enter the range of the three user-defined location fields you want to include in the report.

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

6. Select the order in which you want to organize and subtotal the report.

7. Select which type of assets you want to include in the report.

8. Select the output device.

A sample Credit Summary Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Credit Summary Report

04/10/2001 Builders Supply PAGE 1
10:48 PM Credit Summary Report
by Asset ID - New Only

Asset ID / Description / Credits Description	New/ Used	Date Placed / Adjusted Cost / Total Credits		Depr. Method	Depr. Begin Period	Base Cost	179 Expense	179 Adjusted Base Cost	Applied Credits	% of Adj. Base
ASSET ID AUTO										
AUTO 92 2	NEW	03/31/1996	BOOK	M05P	1/1997	1230.08	.00	1230.08	.00	.00
Auto Stereo System		1230.08	FEDTAX	M05P	1/1997	1230.08	.00	1230.08	.00	.00
		.00	OTHER	M05P	5/1997	1230.08	.00	1230.08	.00	.00
			A.M.T.	SL	7/1997	1230.08	.00	1230.08	.00	.00
AUTO 95	NEW	02/01/1999	BOOK	SL	2/2000	35735.00	8500.00	27235.00	.00	.00
Automobile - Tan LMC		35735.00	FEDTAX	M03P	2/2000	35735.00	8500.00	27235.00	.00	.00
		.00	OTHER	SYD	2/2000	35735.00	.00	35735.00	.00	.00
			A.M.T.	200DB	2/2000	35735.00	.00	35735.00	.00	.00
TOTAL FOR ASSET ID AUTO			BOOK			36965.08	8500.00	28465.08	.00	
		36965.08	FEDTAX			36965.08	8500.00	28465.08	.00	
		.00	OTHER			36965.08	.00	36965.08	.00	
			A.M.T.			36965.08	.00	36965.08	.00	
ASSET ID BUILDING										
BUILDING	NEW	04/11/1997	BOOK	SL	4/1998	197500.00	.00	197500.00	.00	.00
Corporate Headquarters Bldg		197500.00	FEDTAX	M27R	4/1998	197500.00	.00	197500.00	.00	.00
		.00	OTHER	SL	4/1998	197500.00	.00	197500.00	.00	.00
			A.M.T.	150DB	4/1998	197500.00	.00	197500.00	.00	.00
TOTAL FOR ASSET ID BUILDING			BOOK			197500.00	.00	197500.00	.00	
		197500.00	FEDTAX			197500.00	.00	197500.00	.00	
		.00	OTHER			197500.00	.00	197500.00	.00	
			A.M.T.			197500.00	.00	197500.00	.00	
GRAND TOTAL			BOOK			1064303.36	22500.00	1041803.36	.00	
		1064303.36	FEDTAX			1064303.36	22500.00	1041803.36	60632.45	
		60632.45	OTHER			1064303.36	14000.00	1050303.36	.00	
			A.M.T.			266562.60	5000.00	261562.60	.00	

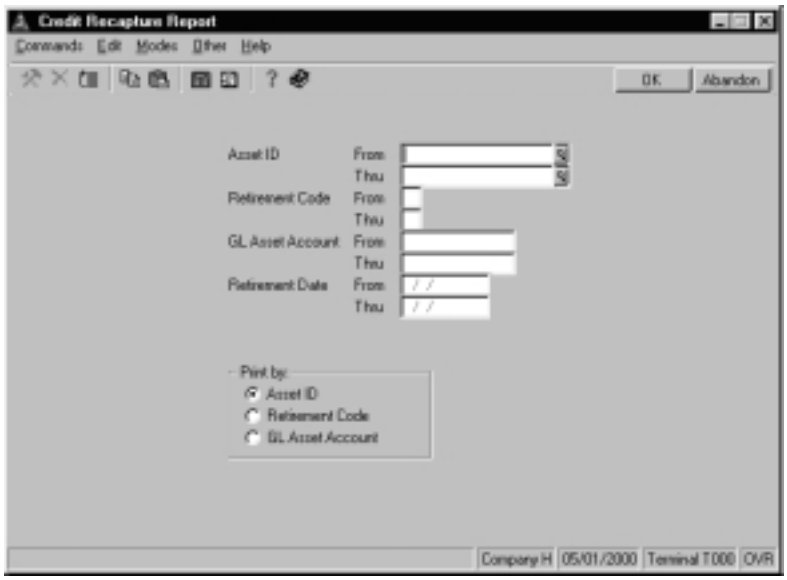
End of Report

Credit Recapture Report

The Credit Recapture Report shows the estimated and actual asset life, difference between estimated and actual life in periods, total credit dollars retired, and recapture amount for retired assets. Use this report as a resource when filling out IRS form 4255, *Recapture of Investment Credit*.

Credit Recapture Report Screen

Select **Credit Recapture Report** from the Year-End menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the report.
2. Enter the range of retirement codes you want to include in the report.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.
4. Enter the range of retirement dates you want to include in the report.
5. Select the order in which you want to organize and subtotal the report
6. Select the output device.

A sample Credit Recapture Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Credit Recapture Report


```
04/10/2001                                  Builders Supply                                  Page    1
10:49 PM                                Credit Recapture Report
                                              by Asset ID

                                                  ------ FEDTAX ------          Total   % of
                                                   Est.   Act. Periods        Credits   Life        Amount
Asset ID             Description                   Life   Life  Early        Retired  Unused     Recaptured
-------------------------------------------------------------------------------------------------------------

ASSET ID  COMPUTER

COMPUTER 0001 -01    Micro-Computer for Accounting   36     36      0         253.19     .00           .00
                                                                          -----------             ----------
TOTAL FOR ASSET ID  COMPUTER                                                  253.19                  .00


ASSET ID  CRANE

CRANE    0001 -01    Cranes/Derricks                120    120      0       33704.21     .00           .00
                                                                          -----------             ----------
TOTAL FOR ASSET ID  CRANE                                                   33704.21                  .00


4/10/2001                                   Builders Supply                                  Page    2
10:49 PM                                Credit Recapture Report
                                              by Asset ID

                                                  ------ FEDTAX ------          Total   % of
                                                   Est.   Act. Periods        Credits   Life        Amount
Asset ID             Description                   Life   Life  Early        Retired  Unused     Recaptured
-------------------------------------------------------------------------------------------------------------

ASSET ID  WELDER

WELDER   0001 -01    Welding Machines               120    120      0       25461.21     .00           .00
                                                                          -----------             ----------
TOTAL FOR ASSET ID  WELDER                                                  25461.21                  .00

                                                                          ===========             ==========
GRAND TOTAL                                                                111267.18                  .00

End of Report
```

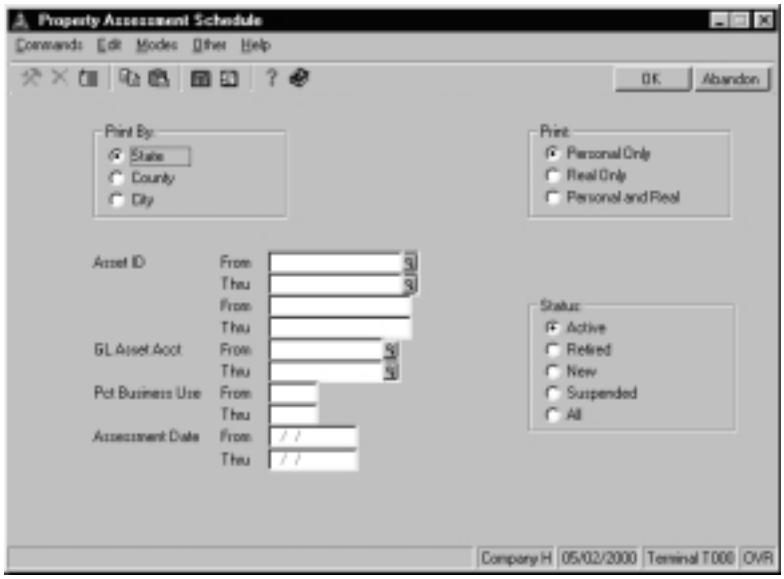
Property Assessment Schedule

The Property Assessment Schedule shows the assessment date, assessed value, percentage of business use, property type, and status for specified asset IDs. The schedule is organized by tax district.

Use the Property Assessment Schedule to review the local tax assessment and valuation and as a resource when completing local tax returns.

Property Assessment Schedule Screen

Select **Property Assessment Schedule** from the Year-End menu. The function screen appears.



1. Select the tax district by which you want to organize the assessment schedule.

   The names of these three fields are determined by the TAXDTxxx table. The default descriptions are State, County, and City.

Inquiry

2. Enter the range of asset IDs you want to include in the schedule.

3. Enter the range of tax districts you want to include in the schedule. The tax district description you selected is displayed (see step 1 above).

Inquiry

4. Enter the range of general ledger asset account numbers you want to include in the schedule. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

5. Enter the range of percentages of business use you want to include in the schedule.

6. Enter the range of assessment dates you want to include in the schedule.

7. Select the type of property you want to include to include in the schedule.

8. Select the status(es) of the assets you want to include in the schedule.

9. Select the output device.

A sample Property Assessment Schedule is at the end of this section.

After the schedule is produced, the Year-End menu appears.

Property Assessment Schedule

04/10/2001 Builders Supply PAGE 1
10:49 PM Property Assessment Schedule
by State

Asset ID	Description	Qty.	Personal or Real	New or Used	GL Asset Account	Assessment Date	Assessed Value	Bus. Use %
STATE MN								
OFFICE 91	Office Equipment 1991	1	PERSONAL	NEW	152000		.00	100
OFFICE 92	Office Equipment 1992	1	PERSONAL	NEW	152000		.00	100
COMPUTER 91	Computer Equipment 1991	1	PERSONAL	NEW	153000		.00	100
COMPUTER 92	Portable Computer	1	PERSONAL	NEW	153000		.00	100
COMPUTER 92 1	Computer Equipment 1992	1	PERSONAL	NEW	153000		.00	100
COMPUTER 93 1	Portable Computer	1	PERSONAL	NEW	153000		.00	100
COMPUTER 93 3	Computer Equipment 1993	1	PERSONAL	NEW	153000		.00	100
COMPUTER 94 1	Color Monitor	1	PERSONAL	NEW	153000		.00	100
COMPUTER 94 2	Computer Equipment 1994	1	PERSONAL	NEW	153000		.00	100
COMPUTER 95 1	Color Monitor	1	PERSONAL	NEW	153000	05/22/1999	1300.00	100
COMPUTER 95 2	Computer Equipment 1995	1	PERSONAL	NEW	153000	12/01/1999	10552.00	100
OFFICE 93 1	File Cabinets	10	PERSONAL	NEW	153000		.00	100
OFFICE 93 2	FAX Machine	1	PERSONAL	NEW	153000		.00	100
OFFICE 93 3	Book Shelves	1	PERSONAL	NEW	153000		.00	100
OFFICE 93 4	Walnut Desk Chairs	5	PERSONAL	NEW	153000		.00	100
OFFICE 94 1	Refrigerator	1	PERSONAL	NEW	153000		.00	100
AUTO	Automobile - Grey LMC	1	PERSONAL	USED	154000	05/15/1999	8000.00	75
AUTO 92 2	Auto Stereo System	1	PERSONAL	NEW	154000		.00	100
AUTO 95	Automobile - Tan LMC	1	PERSONAL	NEW	154000	02/01/1999	35000.00	80
TOTAL FOR MN			PERSONAL				54852.00	
GRAND TOTAL			PERSONAL				54852.00	

End of Report

Depreciation Tax Report

The Depreciation Tax Report shows the listed assets on file; the 179 expenses associated with assets placed in service during the specified tax year; the Modified Accelerated Cost Recovery System (MACRS) depreciation for assets placed in service during the specified tax year; the depreciation taken on nonlisted assets and assets placed in service before the specified tax year; and a summary of IRS Form 4562. Use the Depreciation Tax Report as a resource when completing IRS Form 4562, *Depreciation and Amortization*.

Use Form 4562 to claim your deduction for depreciation and amortization, to make the election to expense certain tangible property (section 179), and to provide information on the business and/or investment use of automobiles and other listed property.

Note

Do not file any part of the Depreciation Tax Report with the IRS. Use the report solely as an aid in preparation for filling out Form 4562.

Sections of the Report

The Depreciation Tax Report consists of five sections, containing information pertaining to parts I, II, III, and V(a) of IRS Form 4562. You can print any or all of the five sections of the report.

Listed Assets Schedule

This section of the report shows the listed assets on file. Assets with more than 50 percent business use are listed first; then assets with 50 percent business use or less are listed. Use the Listed Assets Schedule as a resource when filling out Part V, Section A of IRS Form 4562.

179 Expenses Schedule

This section of the report shows the 179 expenses associated with assets placed in service during the specified tax year. It also lists the 179 expense amount from the Listed Assets Schedule (if you elected to produce it). Use the 179 Expenses Schedule as a resource when filling out Part I of IRS Form 4562.

New MACRS Assets Schedule

This section of the report shows the MACRS depreciation for assets placed in service during the specified tax year. It is organized in order of depreciable life of the property. Use the New MACRS Assets Schedule as a resource when filling out Part II of IRS Form 4562.

Other Depreciation Schedule

This section of the report shows the depreciation taken on nonlisted assets and assets placed in service before the specified tax year. Use the Other Depreciation Schedule as a resource when filling out Part III of IRS Form 4562.

Tax Form 4562 Summary

This section of the report is a summary of IRS Form 4562. Use the Tax Form 4562 Summary as a resource when filling out Parts I–IV and Part V, Section A of IRS Form 4562.

Information for Part IV, Part V, Sections B and C, and Part VI of IRS Form 4562 is not included in the Fixed Assets system; these sections of the form must be figured manually.

Depreciation Tax Report Screen

Select **Depreciation Tax Report** from the Year-End menu. The function screen appears.

Field	Description
Tax Year	Enter the tax year for which you want to prepare the report.
Dollar Rounding?	Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want all dollar amounts in the report to be rounded to the nearest whole dollar.
Print: Listed Assets Schedule	Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want to produce the Listed Assets Schedule.
Print: 179 Expenses Schedule	Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want to produce the 179 Expenses Schedule.

Field	Description
Print: New MACRS Assets Schedule	Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want to produce the New MACRS Assets Schedule.
Print: Other Depreciation Schedule	Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want to produce the Other Depreciation Schedule.
Print: Tax Form 4562 Summary	Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want to produce the Tax Form 4562 Summary.
Maximum Dollar Limitation	This field appears only if you elected to print the Tax Form 4562 Summary. Enter the maximum amount of section 179 deduction you can claim. (For information, see the IRS document "Instructions for Form 4562.") The amount you enter here will appear on line 1 of the Tax Form 4562 Summary section of the report.
Threshold Cost-179 Expense	This field appears only if you elected to print the Tax Form 4562 Summary. Enter the threshold cost of section 179 property before reduction in limitation. The amount you enter here will appear on line 3 of the Tax Form 4562 Summary section of the report.
Prior Yr Disallowed Deductions	This field appears only if you elected to print the Tax Form 4562 Summary. The carryover of disallowed deductions from the prior tax year is the amount of section 179 property, if any, elected to be expensed in previous years but not allowed as a deduction because of the taxable income limitation. If you filed Form 4562 for the prior tax year, enter the amount from line 13 of your prior-year Form 4562. The number you enter here will appear on line 10 of the Tax Form 4562 Summary section of the report.

Field	Description
Tax Year Taxable Income	This field appears only if you elected to print the Tax Form 4562 Summary. Enter the taxable income computed without regard to any section 179 expense deduction. (For more information, see the IRS document "Instructions for Form 4562.") The number you enter here *may* appear on line 11 of the Tax Form 4562 Summary section of the report. (See **Notes on Line Calculations for Tax Form 4562 Summary** below.)
Do You Have Evidence of Business Use Claimed?	If you have evidence to support the percentage of business use you are claiming on Form 4562 for automobiles and other listed property, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The response you enter here will appear on line 22a of the Tax Form 4562 Summary section of the report.
Is Evidence Written?	If you have evidence according to your entry in the previous field, check or uncheck the box (or enter **Y or N** in text mode) to indicate whether or not your evidence is in written form. The response you enter here will appear on line 22b of the Tax Form 4562 Summary section of the report.

Select the output device for the report.

A sample Depreciation Tax Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Notes on Line Calculations for Tax Form 4562 Summary

The Tax Form 4562 Summary section of the Depreciation Tax Report contains numerous line calculations, some of which are determined by your entries on the function screen, some of which are generated by the Fixed Assets system.

Some lines on the Tax Form 4562 Summary are not calculated by the Fixed Assets system and are left blank. Enter the numbers manually, if necessary.

All the line numbers on the Tax Form 4562 Summary correspond to the line numbers on IRS Form 4562. For more information on any particular line calculation, refer to the IRS document *Instructions for Form 4562*.

Here is a list of the line calculations for the Tax Form 4562 Summary section of the report:

Line	Calculation
1.	Maximum dollar limitation (from function screen)
2.	Total base cost of 179 expensed property (listed and other) placed in service during the tax year
3.	Threshold cost (from function screen)
4.	Greater of: line 3 minus line 2 *or* zero.
5.	Greater of: line 4 minus line 1 *or* zero.
6.	If there are more than two 179 expensed nonlisted assets, **See 179 Expense Schedule** is printed, along with the total 179 expense amount; if not, the assets and their expenses are listed
7.	Total 179 expense (from Listed Assets Schedule)
8.	Sum of line 6(c) and line 7
9.	Lesser of: line 5 *or* line 8
10.	Prior-year disallowed deductions (from function screen)
11.	Lesser of: Tax Year Taxable Income (from the function screen) *or* line 5
12.	Lesser of: the sum of lines 9 and 10 *or* line 11
13.	Line 9 plus line 10 minus line 12
14.	Totals of each property class (from New MACRS Assets Schedule)
15.	Not used by Fixed Assets system (leave blank)
16.	Total from Other Depreciation Schedule (MACRS only)
17.	Not used by Fixed Assets system (zero)
18.	Total from Other Depreciation Schedule (SL, SYD, xxDB, ACRS)
19.	Total depreciation deductions (from Listed Assets Schedule)
20.	Sum of lines 12, 14 (column g), 15 (column g), 16, 17, 18, and 19
21.	Not used by Fixed Assets system (zero)

22. (a)Do you have evidence to support business/investment use claimed? (from function screen)
23. (b)Is evidence written? (from function screen)
24. If more than three listed assets are placed in service during the tax year with 51 percent or greater business use, **See Listed Assets Schedule** is printed, along with the total listed asset amount; if not, the assets are listed individually
25. If more than three listed assets are placed in service during the tax year with 50 percent or less business use, **See Listed Assets Schedule** is printed, along with the total listed asset amount; if not, the assets are listed individually
26. Sum of lines 23 (column h) and 24 (column h)
27. Sum of lines 23 (column i) and 24 (column i)

Depreciation Tax Report (Listed Assets Schedule)

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10:50 PM Depreciation Tax Report

Listed Assets Schedule

Asset ID	Description	Qty.	Bus. Use %	Base Cost	Basis for Depreciation	Recov. Per.	Depr. Method	Deductible Depreciation	179 Expense
Listed Properties									
AUTO 92 2	Auto Stereo System	1	100	1230	1230	5.0	M05P	118	N/A
AUTO 95	Automobile - Tan LMC	1	80	35735	28588	3.0	M03P	9077	8500
AUTO	Automobile - Grey LMC	1	75	11000	8250	3.0	SL	1103	N/A
Subtotal of assets with more than 50% business use				47965	38068			10298	8500
Total of listed properties				47965	38068			10298	8500

Depreciation Tax Report (179 Expense Schedule)

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10:50 PM Depreciation Tax Report

179 Expense Schedule

Asset ID	Description	Qty.	Base Cost	Recov. Per.	Depr. Method	Deductible Depreciation	179 Expense
COMPUTER 95	1 Color Monitor	1	1276	5.0	M05Q1	332	0
COMPUTER 95	2 Computer Equipment 1995	1	10552	5.0	M05Q4	590	9000
Total of 179 Properties (Not Listed)			11829			922	9000
Total of 179 Listed Properties			35735			9077	8500
Total of All 179 Properties			47564			9999	17500

Depreciation Tax Report (New MACRS Assets Schedule)

04/10/2001 Builders Supply Page 3
10:50 PM Depreciation Tax Report

New MACRS Assets Schedule

Property Class	Asset ID	Description	Mo./Yr. in Svc.	Basis for Depreciation	Recov. Per.	Conv.	Depr. Method	Depreciation Deduction
5-year property	COMPUTER 95 1	Color Monitor	05/1999	1276	5.0	MQ	200DB	332
5-year property	COMPUTER 95 2	Computer Equipment 1995	12/1999	10552	5.0	MQ	200DB	590
							TOTAL	922

Depreciation Tax Report (Other Depreciation Schedule)

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10:50 PM Depreciation Tax Report

Other Depreciation Schedule

Asset ID	Description	Mo./Yr. in Svc.	Basis for Depreciation	Recov. Per.	Depr. Method	Depreciation Deduction
COMPUTER 94 2	Computer Equipment 1994	12/1998	10552	5.0	M05Q4	3342
COMPUTER 94 1	Color Monitor	05/1998	1276	5.0	M05Q1	277
OFFICE 94 1	Refrigerator	04/1998	1249	7.0	M07Q1	223
OFFICE 93 2	FAX Machine	12/1997	795	7.0	M07P	116
OFFICE 93 1	File Cabinets	07/1997	1142	7.0	M07P	166
OFFICE 93 4	Walnut Desk Chairs	07/1997	380	7.0	M07P	55
COMPUTER 93 1	Portable Computer	06/1997	4782	5.0	M05P	765
OFFICE 93 3	Book Shelves	05/1997	121	7.0	M07P	18
BUILDING	Corporate Headquarters Bldg	04/1997	197500	27.5	M27R	5984
COMPUTER 93 3	Computer Equipment 1993	04/1997	8810	5.0	M05P	1410
COMPUTER 92	Portable Computer	06/1996	5685	5.0	M05P	546
COMPUTER 92 1	Computer Equipment 1992	03/1996	7925	5.0	M05P	761
OFFICE 92	Office Equipment 1992	03/1996	3324	7.0	M07Q1	303
COMPUTER 91	Computer Equipment 1991	04/1995	11021	3.0	SL	0
OFFICE 91	Office Equipment 1991	04/1995	2421	5.0	SL	424
COMPUTER 0001	Micro-Computer for Accounting	06/1993	6330	3.0	SL	0
LAND	10 Acres Corporate Site	10/1992	45000	.0	NONE	0
CRANE 0001	Cranes/Derricks	03/1989	421303	10.0	SL	6791
DRILL 0001	Drill Press	03/1989	22017	10.0	SL	366
FORKLIFT 0001	Forklifts	03/1989	160000	10.0	SL	2526
LATHE 0001	Lathes	03/1989	151422	10.0	SL	2518
PLANER 0001	Planers/Sanders	03/1989	98538	10.0	SL	1544
SAW 0001	Power Saws	03/1989	216131	10.0	SL	3541
WELDER 0001	Welding Machines	03/1989	318265	10.0	SL	5293
OFFICE 95	Cubes		7640	7.0	M07Q1	0
					TOTAL	36968

Depreciation Tax Report (Tax Form 4562 Summary, parts I-IV)

04/10/2001 Builders Supply
10:50 PM Depreciation Tax Report
Tax Form 4562 Summary

Part I Election To Expense Certain Tangible Property (Section 179) (NOTE: If you have any "Listed Property," complete Part V before you complete Part I.)

1	Maximum dollar limitation (if an enterprise zone business, see instructions)	1	
2	Total cost of section 179 property placed in service during the tax year (see instructions)	2	
3	Threshhold cost of section 179 property before reduction in limitation	3	
4	Reduction in limitation. Subtract line 3 from line 2, but do not enter less than -0-.	4	
5	Dollar Limitation for tax year. Subtract line 4 from line 1, but do not enter less than -0-, (If married filing separately, see instructions)	5	

(a) Description of property	(b) Cost	(c)Elected Cost
6 Computer Equipment 1995	10552	9000
7 Elected Costs - Listed Property. Enter the amount from line 27	7	8500

8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7.	8	
9	Tentative deduction. Enter the smaller of line 5 and line 8.	9	
10	Carryover of disallowed deduction - prior year (see instructions)	10	
11	Taxable income limitation. Enter the smaller of taxable income or line 5 (see instructions)	11	
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	
13	Carryover of disallowed deduction to next year. Add lines 9 and 10, less line 12.	13	17500

NOTE: Do not use Part II or Part III below for listed property (automobiles, certain other vehicles, cellular telephones certain computers, or property used for entertainment, recreation or amusement), Instead, use part V for listed property

Part II MACRS Depreciation For Assets Placed in Service ONLY During Your 1999 Tax Year (Do Not Include Listed Property

Section A--General Asset Account Election

14 Are you making the election under section 168(i)(4) to group any assets placed in service during the tax into one or more general asset accounts? (see instructions).

Section B--General Depreciation System (GDS) (See instructions.)

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only--see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depre ded
15a 3-year propert						
b 5-year property		11828	5.0 years	MQ	200DB	
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property						
h Residential rental property						
i Nonresidential real property						

Section C--Alternative Depreciation System (ADS) (see instructions)

16a	Class life					
b	12-year					
c	40-year					

Part III Other Depreciation (Do Not Include Listed Property)

17	GDS and ADS deductions for assets placed in service in tax years beginning before 1999	17	
18	Property subject to Section 168(f)(1) election	18	
19	ACRS and other depreciation.	19	

Part IV Summary

20	Listed property. Enter amount from line 26.	20	
21	Total. Add line 12, lines 15-16 in column g, and lines 17 through 20. Enter here and on your return.	21	
22	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs (see instructions)	22	0

Depreciation Tax Report (Tax Form 4562 Summary, part V)

04/10/2001 Builders Supply
10:50 PM Depreciation Tax Report
Tax Form 4562 Summary

Part V Listed Property--Automobiles, Certain Other Vehicles, Cellular Telephones, Certain Computers, and Property Used for Entertainment, Recreation, or Amusement
For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 23a, 23b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.
Section A--Depreciation and Other Information (Caution: See instructions for limitations for automobiles.)
23a Do you have evidence to support the business/investment use claimed? YES | 23b If "Yes," is the evidence written?

(a) Type of property (list vehicles first)	(b) Date placed service	(c) Business/ Investment use pctg	(d) Cost or other basis	(e) Basis for depreciation Bus. use only	(f) Recovery period	(g) Method/ Convention	(h) Depreciation deduction	(i) Elec secti co
24 Property used more than 50% in a qualified business use (see instructions):								
Auto Stereo System	03/31/1996	100.0%	1230	1230	5.0	200DB - HY	118	
Automobile - Tan LMC	02/01/1999	80.0%	35735	28588	3.0	200DB - HY	9077	
Automobile - Grey LMC	05/14/1996	75.0%	11000	8250	3.0	S/L - HY	1103	
25 Property used 50% or less in a qualified business use (see instructions):								
		%						\\\\\
		%						\\\\\
		%						\\\\\
26 Add amounts in column (h). Enter the total here and on line 20, page 1						26	10298	\\\\\
27 Add amounts in column (i). Enter the total here and on line 7, page 1							27	

End of Report

Year-End Maintenance

Use the Year-End Maintenance function for these tasks:

- add year-to-date depreciation to accumulated depreciation taken
- add annual depreciation to accumulated eligible depreciation
- reset the YTD Depreciation field to zero
- calculate projected annual depreciation for next year
- increment the This Year field (ACPRDxxx table) by 1
- reset the Begin Period, Ending Period, and Process fields (ACPRDxxx table) to zero
- delete assets retired before a date you specify

You can perform year-end maintenance for selected or all columns.

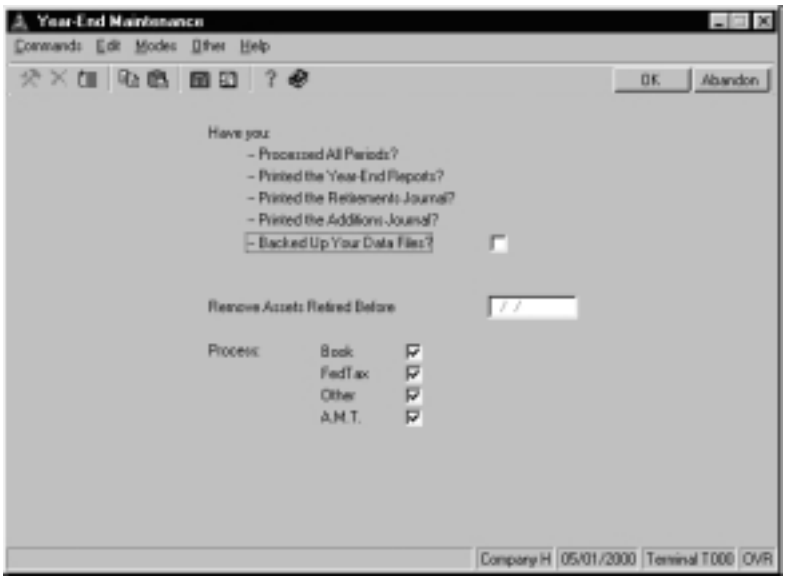
Before Year-End

Before you begin, you must complete depreciation processing and post the periods for the columns you plan to process. Back up your data files and print these reports:

- Additions Journal (page 6-3)
- Retirements Journal (page 6-7)
- Depreciation Comparison Report (page 7-3)
- Gains and Losses Report (page 7-7)
- Depreciation Summary Report (page 7-11)
- Credit Summary Report (page 7-15)
- Credit Recapture Report (page 7-19)
- Property Assessment Schedule (page 7-23)
- Depreciation Tax Report (page 7-27)

Year-End Maintenance Screen

Select **Year-End Maintenance** from the Year-End menu. The function screen appears.



Field	Description
Have you:	If you have not completed period processing and printed the necessary reports, uncheck the box (or enter **N** in text mode). When you have done these things, check the box (or enter **Y** in text mode).
Remove Assets Retired Before	If you want to remove retired assets records, enter a date. Assets records containing a retirement date earlier than the date you enter will be deleted.
Process	You can select any combination of books to process. Check the box (or enter **Y** in text mode) in the fields corresponding to the book(s) you want to process. If you do not want to process a book, uncheck the box (or enter **N** in text mode) in its corresponding field.

A sample Year-End Maintenance Log is at the end of this section.

After the log is printed, the Year-End menu appears.

After Year-End

After you complete year-end maintenance, produce the Percent of Business Use Report page 7-45. The numbers in the Percent of Business Use Report are accurate immediately after the Accum Eligible Depr and Accum Depr Taken fields have been updated by the Year-End Maintenance function; they lose accuracy as period depreciation is computed and posted.

Year-End Maintenance Log

04/10/2001 Builders Supply Page 1
10:50 PM Year-End Maintenance

Asset ID	Description	Column Type	Depr. Method	Switch Done	Base Cost	Accumulated Depreciation	Annual Depreciation
AUTO	Automobile - Grey LMC	BOOK	M03P	NO	11000.00	7333.70	815.10
		FEDTAX	SL	NO	11000.00	7209.82	.00
		OTHER	SYD	NO	11000.00	7174.48	.00
		A.M.T.	SL	NO	11000.00	8348.21	.00
BUILDING	Corporate Headquarters Bldg	BOOK	SL	NO	197500.00	18553.04	6902.91
		FEDTAX	M27R	NO	197500.00	18252.96	7181.10
		OTHER	SL	NO	197500.00	18553.04	6902.91
		A.M.T.	150DB	NO	197500.00	39560.01	12965.22
	TOTAL	BOOK			361777.67	68984.25	21577.50
		FEDTAX			361777.67	73836.30	27013.53
		OTHER			361777.67	75857.76	20653.25
		A.M.T.			325107.54	84923.81	21494.76

End of Report

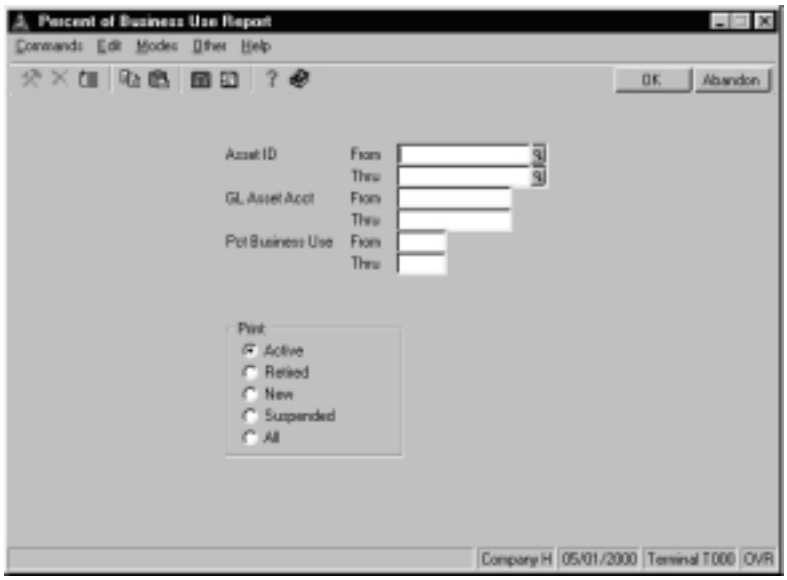
Percent of Business Use Report

The Percent of Business Use Report shows for all columns the percentage of business use, estimated asset life, depreciation method, base cost, accumulated eligible depreciation, accumulated depreciation taken, and annual depreciation. Use the report to review the percentage of business use and to compare potential and actual depreciation columns.

You should produce the report immediately after you complete year-end processing to make sure that the numbers are accurate.

Percent of Business Use Report Screen

Select **Percent of Business Use Report** from the Year-End menu. The function screen appears.



Inquiry

Inquiry

1. Enter the range of asset IDs you want to include in the report.
2. Enter the range of general ledger asset account numbers you want to include in the report. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.
3. Enter the range of business use percentages you want to include in the report.
4. Select the status of the assets you want to include in the report.
5. Select the output device.

A sample Percent of Business Use Report is at the end of this section.

After the schedule is produced, the Year-End menu appears.

Percent of Business Use Report

04/10/2001 Builders Supply Page 1
10:51 PM Percent of Business Use Report
by GL Asset Account

Asset ID / Description	% of Bus. Use		Apply % Bus.?	Depr. Beg. Per.	Est. Life	Depr. Method	Base Cost	Accumulated Elig. Depr.	Accumulated Depr. Taken	Annual Depreciation
GL ASSET ACCOUNT 151000										
BUILDING	100	BOOK	NO	04/1998	330	SL	197500.00	19750.00	18553.04	6902.91
Corporate Headquarters Bldg		FEDTAX	YES	04/1998	330	M27R	197500.00	19449.80	18252.96	7181.10
		OTHER	YES	04/1998	330	SL	197500.00	19750.00	18553.04	6902.91
		A.M.T.	YES	04/1998	216	150DB	197500.00	41917.32	39560.01	12965.22
LAND	100	BOOK	NO		0	NONE	45000.00	.00	.00	.00
10 Acres Corporate Site		FEDTAX	YES		0	NONE	45000.00	.00	.00	.00
		OTHER	YES		0	NONE	45000.00	.00	.00	.00
		A.M.T.	YES		0	NONE	45000.00	.00	.00	.00
TOTAL FOR GL ASSET ACCOUNT 151000				BOOK			242500.00	19750.00	18553.04	6902.91
				FEDTAX			242500.00	19449.80	18252.96	7181.10
				OTHER			242500.00	19750.00	18553.04	6902.91
				A.M.T.			242500.00	41917.32	39560.01	12965.22
GL ASSET ACCOUNT 153000										
COMPUTER 91	100	BOOK	YES	01/1996	36	SL	11021.00	6021.00	6021.00	.00
Computer Equipment 1991		FEDTAX	YES	01/1996	36	SL	11021.00	6021.00	6021.00	.00
		OTHER	YES	01/1996	36	SL	11021.00	6021.00	6021.00	.00
		A.M.T.	YES	01/1996	36	SL	11021.00	6021.00	6021.00	.00
COMPUTER 92	100	BOOK	NO	01/1997	60	M05P	5684.78	4702.46	4593.31	654.89
Portable Computer		FEDTAX	YES	01/1997	60	M05P	5684.78	4702.46	4593.31	654.89
		OTHER	YES	03/1997	60	SL	5684.78	4358.33	4168.84	612.21
		A.M.T.	YES	01/1997	60	SL	5684.78	4547.83	4358.34	568.48
GRAND TOTAL				BOOK			361777.67	71885.64	68984.25	21577.50
				FEDTAX			361777.67	79027.75	73836.30	27013.53
				OTHER			361777.67	80972.21	75857.76	20653.25
				A.M.T.			325107.54	90296.11	84923.81	21494.76

End of Report

File Maintenance 8

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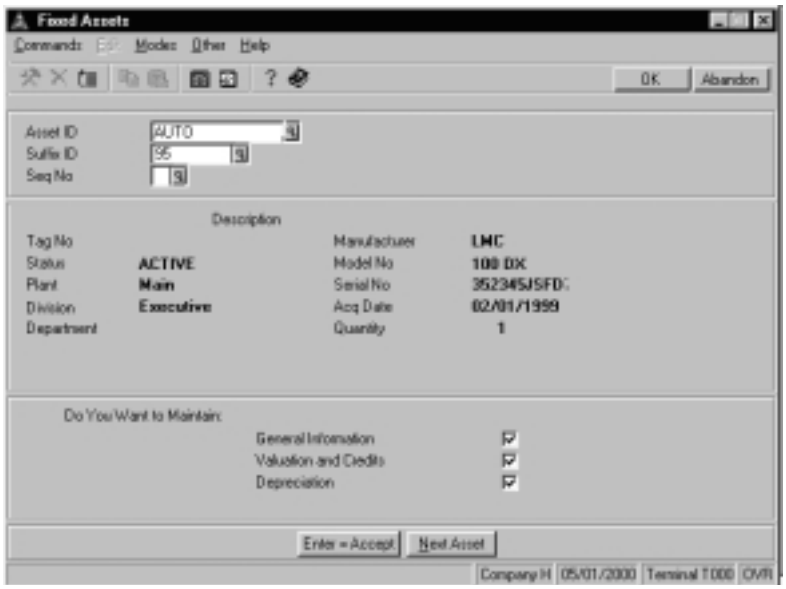
Fixed Assets

Use the Fixed Assets function to create and maintain your asset records. An asset record contains all the information pertaining to an asset and its depreciation.

Each asset record is divided into four sections: the master screen and three subscreens (General Information, Valuation and Credits, and Depreciation).

Fixed Assets Master Screen

Select **Fixed Assets** from the File Maintenance menu. The master screen appears.

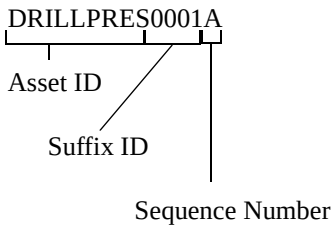


Use the master screen to select the asset you want to work with and the subscreens you want to access.

Asset IDs

Inquiry

To begin, you must enter the asset ID. Asset IDs are divided into three parts: the first 9 characters form the asset ID proper, characters 10 through 13 form the suffix ID, and character 14 is the sequence number.



You can enter an asset ID in these ways:

- Enter all 14 characters in the Asset ID field. The system automatically separates the first 9 characters and displays them in the Asset ID field. Characters 10 through 13 are displayed in the Suffix ID field, and the last character is displayed in the Seq No field.

  If the asset ID proper contains fewer than 9 characters, use the space bar to account for unused characters. For example, if the full asset ID is AUTO872, where AUTO is the asset ID, 87 is the suffix ID, and 2 is the sequence number, you must type five blank spaces after AUTO before you type 87, and then type two blank spaces before you type 2. This sequence ensures that the system reads the asset ID correctly. When you press **Enter,** each segment of the asset ID is displayed in its appropriate field.

- Type the asset ID proper in the Asset ID field. Then press **Enter** and type the suffix ID in the Suffix ID field. Then press **Enter** and type the sequence number in the Seq No field. This method eliminates the need for entering blank spaces to compensate for unused characters.

Grouping similar assets

You can group similar assets together for reporting purposes. For example, if you purchase two nearly identical drill presses, you can label them DRILLPRES0001 and DRILLPRES0002, differentiating them by suffix ID.

Tracking additions separately

You can track additions separately from the basic asset. For example, if you add a refrigerator to your existing delivery vehicle DELTRUCK_0001, you can label the refrigerator DELTRUCK_0001A, thus grouping it with the truck in reports but making it possible to depreciate it separately.

Adding an asset

If the asset, suffix, and/or sequence ID you enter is not in the FAMAxxx file, the Copy From fields appear.

If you do not want to copy information from another asset—that is, if you want to create a new asset—press **Enter** to skip these fields.

If the asset you are adding is like an asset that is already in the file, you can copy the information from the existing record. If you enter an asset ID to copy, this prompt appears when you press **Enter** at the Copy From Seq No field:

Copy dollars and dates too?

If you want to copy every field in the record, select **Yes** (or enter **Y** in text mode). If you do not want to copy fields that store dates or dollar amounts, select **No** (or enter **N** in text mode).

Do You Want to Maintain:

If you are adding an asset, you must enter information on all the subscreens (see **General Information Subscreen**, **Valuation and Credits Subscreen**, and **Depreciation Subscreen** later in this section). Use the **Proceed (OK)** command to move on to the General Information subscreen.

Note

The record will not be saved unless you approve all three subscreens. If you use the **Exit** (**F7**) or **Abandon (Cancel)** commands on any subscreen, the master screen and your entries on previous subscreens will be discarded.

Changing an asset

If the asset ID you entered is in the FAMAxxx file, a window appears in the middle of the screen. It is a summary of the General Information subscreen.

Enter = accept, Next asset

If the asset you want to work with is displayed, press **Enter**.

To see a summary of the General Information subscreen for the next asset in the FAMAxxx file, press **N**. When you find the asset you want to work with, press **Enter**.

If you go through the file without selecting an asset, the system starts over with the first record in the file. If you do not want to scroll farther through the file, use the **Abandon** command to start over at the Asset ID field.

Do You Want to Maintain:

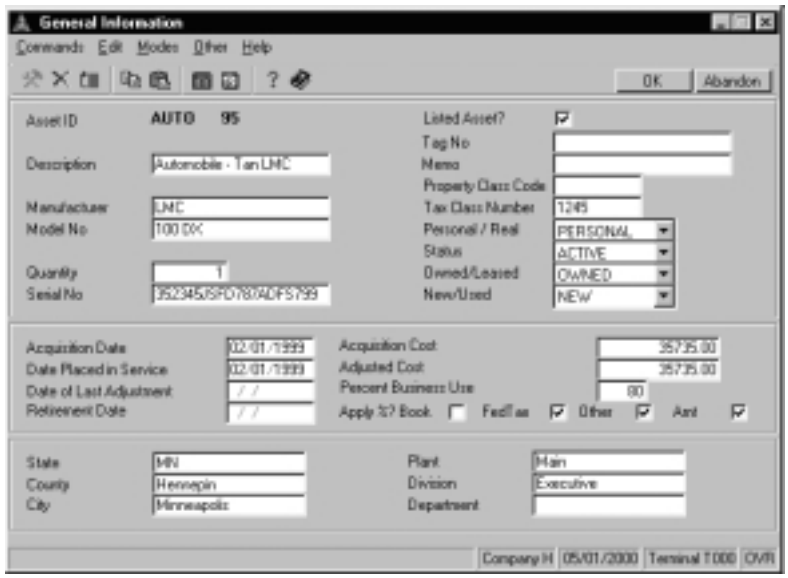
Check the box (or enter **Y** in text mode) after the subscreens you want to change. Uncheck the box (or enter **N** in text mode) after the subscreens you do not want to change. Then use the **Proceed (OK)** command to move on to the subscreens you selected.

Deleting an asset

After you press **Enter** to accept an asset record, the **Delete (F3)** command is available. You can delete an asset record from the master screen or from any subscreen.

General Information Subscreen

Use the General Information subscreen to record information that identifies the asset and detailed information about its acquisition.



The asset ID (with suffix ID and sequence number, if any) you entered on the master screen is displayed.

Field	Description
Description Manufacturer Model No	Enter a brief description of the asset, the name of the manufacturer, and the model number.

Field	Description
Quantity	If the item is a single item, enter **1**. If it is a group of identical items, enter the total quantity of identical items.
Serial No	If the asset is a single item, enter the serial number the manufacturer assigned to it. If you entered a number greater than 1 in the Quantity field, you can record other identifying information such as lot number or production batch number in this field.
Listed Asset?	If the asset is used exclusively for business purposes, uncheck the box (or enter N in text mode). The Percent Business Use field is set to 100 and cannot be changed. If the asset has any personal use attached to it, check the box (or enter **Y** in text mode).
Tag No	If you attach your own inventory tags to assets, enter the asset tag number you assigned.
Memo	Enter any information that you need to record about the asset.
Property Class Code	If you have set up a property class coding system for your company's internal use, enter the class code.
Tax Class Number	Enter the federal tax class for the asset (effective June 1990): **1245 -** depreciable property such as tangible personal property, special-purpose and storage structures, single-purpose agricultural or horticultural structures, and petroleum or petroleum-products storage facilities **1250 -** depreciable real property that is not 1245 property **1251** - farmland when there has been a gain from disposition where farm losses offset nonfarm income **1252** - farmland when there has been a gain from its disposal

Field	Description
	1254 - oil, gas, or geothermal property when there has been a gain from its disposal **1255** - land for which you received payments for implementing conservation measures If you are not sure of the asset's tax class, check with your accountant or the IRS.

Note

For an asset to show as a section 179 asset in the Depreciation Tax Report, you must enter **1245** as the tax class number.

Field	Description
Personal/Real	Personal assets are machinery or equipment. Real assets are land and anything erected on, growing on, or attached to land. For personal property, enter **P**. For a real asset, enter **R**.
Status	When you enter an asset record, the asset has a status of *new* and you cannot change it. When you enter the date the asset was placed in service, the asset status changes to *active*. If you take the asset out of service temporarily, enter **S** to change the status to *suspended*. To reactivate a suspended asset, enter **A**. You must use the Retire Assets function (page 8-37) to change the asset status to *retired*. You cannot dispose of an asset until it is retired.
Owned/Leased	Enter **O** or **L** to indicate whether you own or lease the asset.
New/Used	Enter **N** or **U** to indicate whether the asset is new or used.
Acquisition Date	Enter the date the asset was acquired.

Field	Description
Date Placed in Service	Enter the date you placed the asset in service. You cannot begin depreciating an asset until you have placed it in service. When you enter an asset, it keeps its *new* status until you enter the date it was placed in service. Then the asset status changes to *active*. Once you have activated an asset, you cannot leave this field blank, nor can you restore the asset's *new* status.

Note

If you are using a non-MACRS depreciation method or an ACRS table that lets you use a half-year convention, do not enter the actual date the asset was placed in service. Instead, enter January 1 if the asset was placed in service in the first half of the year, or July 1 if it was placed in service in the second half of the year. Likewise, if you want to use a quarter-year convention, enter either January 1, April 1, July 1, or October 1.

Half-year, quarter-year, and other conventions are built into the MACRS tables. If you are using a MACRS table, enter the actual date the asset was placed in service.

Field	Description
Date of Last Adjustment	If you are entering an asset record, enter the date the asset was acquired. If you are adjusting the value of an asset, enter the date you entered the adjustment.
Retirement Date	If the asset status is *new, active*, or *suspended*, you cannot access this field. If you have changed the status to *retired*, the date you retired the asset is displayed. Press **Enter** to accept it, or enter a different retirement date.

Field	Description
Acquisition Cost	Enter the original cost of the asset plus the depreciable expenditures related to purchasing and installing the asset (including legal fees and transportation costs). This cost should reflect the original cost of the asset before adjustments to the basis.

Note

1. Do not round off numbers. The Fixed Assets system calculates to the cent, and if the original numbers are not accurate, other numbers will not be either.

2. You might have negative assets such as trade-ins and tax credit adjustments. Once you have entered a negative acquisition cost for an item, the other amounts you enter in the asset record must be negative.

Field	Description
Adjusted Cost	The adjusted cost differs from the acquisition cost in that it is the cost figure all other calculations are based on. Enter the acquisition cost plus or minus adjustments. For example, if you install a new motor in your delivery truck—increasing the depreciable value of the truck—enter the acquisition cost *plus* the cost of the new motor in this field. Similarly, if you acquire an asset and two years later decide to write off part of its value, change the value in this field, not the value in the Acquisition Cost field.

Note

Remember to change the Date of Last Adjustment field whenever you change the adjusted cost.

Field	Description
Percent Business Use	Enter the percentage of time the asset is used for business reasons, as opposed to personal reasons. The system uses this percentage in the Compute Period Depreciation function to calculate the amount of depreciation you can deduct. If this is not a Listed Asset, this field is set to 100 and cannot be changed.

Note

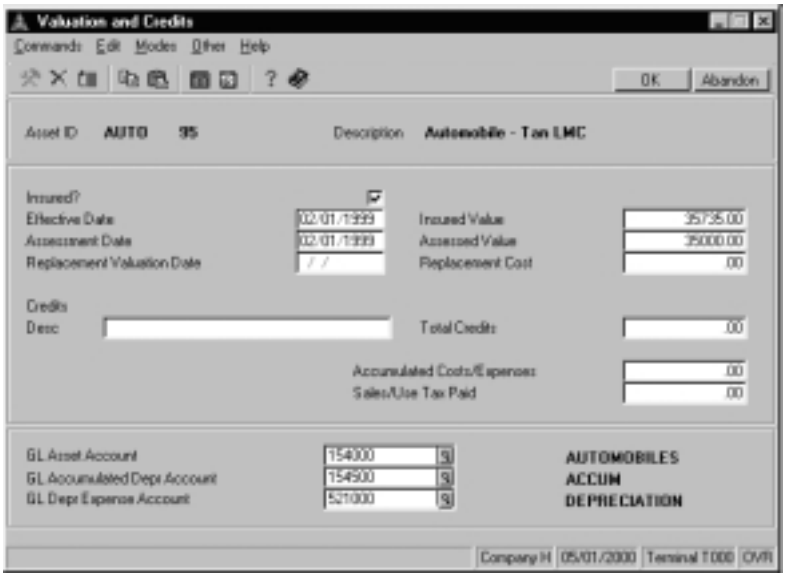
Under current tax rules, you cannot deduct depreciation on assets used for business less than 50 percent of the time. The system warns you if business use falls below 50 percent, but it does not stop accumulating depreciation until you change the asset status to *suspended* or change the depreciation method to *none*.

Field	Description
Apply %?	You can apply the percent of business use to the asset's book, federal tax, other, or alternative minimum tax (A.M.T.) columns. Check the box (or enter **Y** in text mode) for the columns you want to apply it to, or uncheck the box (or enter **N** in text mode) for the columns you want to depreciate at 100 percent.
Tax District 1, 2, 3	The three tax district names you defined in the TAXDTxxx table (page 8-23) are displayed. Enter the appropriate tax district information for each field.
Location 1, 2, 3	The three asset location names you defined in the LOCATxxx table (page 8-23) are displayed. Enter the appropriate asset location for each field.

When you save the General Information subscreen, the next subscreen you selected appears. If you did not select another subscreen to maintain, the Fixed Assets master screen appears.

Valuation and Credits Subscreen

Use the Valuation and Credits subscreen to record information about the asset insurance and credits taken against the asset and to link the asset to general ledger accounts (if General Ledger is interfaced).



The asset ID (with suffix ID and sequence number, if any) you entered on the Fixed Assets master screen and the description you entered on the General Information subscreen are displayed.

Valuation

Use the valuation portion of the Valuation and Credits subscreen to record information about the asset insurance.

1. Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not the asset is insured. If the item is uninsured, you cannot access the Effective Date and Insured Value fields.

2. If the asset is insured, enter the effective date of the insurance.

3. Enter the amount the asset is insured for.

4. Enter the date the asset was assessed for tax purposes.

5. Enter the assessed value of the asset.

6. Enter the date the asset was assessed for replacement value.

7. Enter the replacement cost of the asset.

Credits

Use the credits portion of the Valuation and Credits subscreen to record information about credits taken against the asset.

1. Enter a brief description of the credits against the value of the asset.

2. Enter the total number of credits you are eligible for. This number is used to calculate the base depreciable value on the Depreciation subscreen.

Note

Consult your accountant for help in calculating the total credit you can claim for the asset.

1. Enter the accumulated nondepreciable costs or expenses related to the asset.

2. Enter the amount of the sales or use taxes related to the asset.

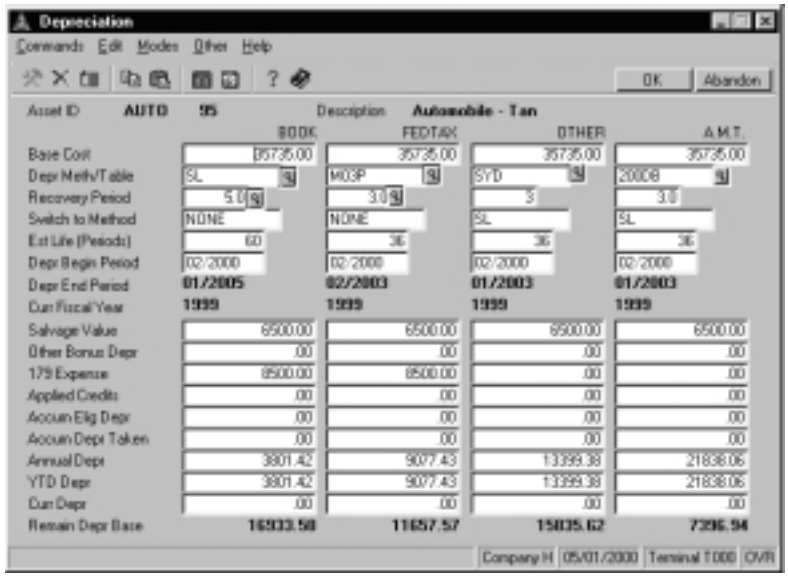
3. Enter the numbers of the general ledger asset, accumulated depreciation, and depreciation expense accounts related to the asset. (The **Inquiry** command is available only if Fixed Assets is interfaced with General Ledger.)

If Fixed Assets is interfaced to General Ledger, the system verifies that the account numbers are valid and displays the account descriptions from the GLMAxxx file.

When you save the Valuations and Credits subscreen, the next subscreen you selected appears. If you did not select another subscreen to maintain, the Fixed Assets master screen appears.

Depreciation Subscreen

Use the Depreciation subscreen to record the information the asset depreciation calculations are based on and the results of the calculations.


Depreciation
Commands Edit Modes Other Help
OK
Abandon
Asset ID AUTO 95 Description Automobile - Tan
BOOK FEDTAX OTHER A.M.T.
Base Cost 35735.00 35735.00 35735.00 35735.00
Depr Meth/Table SL MOSP SYD 20008
Recovery Period 5.0 3.0 3 3.0
Switch to Method NONE NONE SL SL
Est Life (Periods) 60 36 36 36
Depr Begin Period 02/2000 02/2000 02/2000 02/2000
Depr End Period 01/2005 02/2003 01/2003 01/2003
Curr Fiscal Year 1999 1999 1999 1999
Salvage Value 6500.00 6500.00 6500.00 6500.00
Other Bonus Depr .00 .00 .00 .00
179 Expense 6500.00 6500.00 .00 .00
Applied Credits .00 .00 .00 .00
Accum Elig Depr .00 .00 .00 .00
Accum Depr Taken .00 .00 .00 .00
Annual Depr 3801.42 9077.43 13399.38 21838.06
YTD Depr 3801.42 9077.43 13399.38 21838.06
Curr Depr .00 .00 .00 .00
Remain Depr Base 16933.58 11657.57 15035.62 7396.94
Company H 05/01/2000 Terminal T000 OVR

The Depreciation subscreen has four columns, showing book, federal tax, other, and alternative minimum tax (A.M.T.) figures. This screen operates somewhat like a spreadsheet; you can move up or down within a column and enter information that will later be used in depreciation calculations. You can also move across columns, keeping four sets of figures and comparing the results side by side. To move from one column to the next, use the **Jump** (**Tab**) command. To move back to the first column, use the **Start over** (**PgUp**) command. To advance or move back through the fields in a column, use the up- and down-arrow keys.

After you enter the current depreciation for one column, the cursor moves to the Base Cost field in the next column. If you are adding an asset record (and have not used the Copy From function), the entries in the column you just left are copied to the next column. If you are changing an asset record, your changes are not copied.

The asset ID (with suffix ID and sequence number, if any) you entered on the Fixed Assets master screen and the description you entered on the General Information subscreen are displayed.

	Field	Description
	Base Cost	Press **Enter** to use the adjusted cost you entered on the General Information subscreen, or enter a different base cost of the asset to use in the depreciation calculations. The acquisition cost and adjusted cost appear at the bottom of the screen for your reference.
Inquiry	Depr Meth/Table	Enter the code for the method of calculating depreciation you want to use, or enter the ID of the table containing the table-driven depreciation method you want to use. For more information about depreciation table names, refer to the Depreciation Tables function (page 8-31). Use one of these valid codes for calculated depreciation: **None** - calculate no depreciation for this column **SL** - straight line **SLACRS** - straight-line ACRS **SYD** - sum-of-the- years'-digits *xxx***DB** - declining balance (where *xxx* is a percentage between 000 and 999)
Inquiry	Recovery Period	Enter the number of years in the asset's depreciable life. The system uses this number and the information in the ACPRDxxx table to calculate the number of periods in the estimated life of the asset (see below). If you are using a depreciation table based on recovery period, the system also uses this number to determine which column of the table to use.

Field	Description
Switch-to Method	If you are using sum-of-the-years'-digits or declining-balance depreciation, you can choose an alternative depreciation method for the end of the recovery period if it is to your advantage. If you do not want to switch automatically, enter **NONE**. If you want to switch methods, what you can enter depends on the primary method you chose. If you selected sum-of-the-years'-digits (SYD) for the primary method, you can enter **SL** (straight line). If you selected a declining- balance (*xxx*DB) method, you can enter **SYD** or **SL**. If you are using a method other than sum-of-the-years'-digits or declining balance, you cannot enter anything. MACRS tables have a built-in method to switch to.
Est Life (Periods)	Enter the number of accounting periods in the estimated life of the asset. The estimated life (based on Recovery Period) appears at the bottom of the screen.
Depr Begin Period (pd/yyyy)	Enter the accounting period and year you want to begin depreciating the asset. The acquisition date and date placed in service (from the General Information subscreen) are displayed at the bottom of the screen for your reference.

Note

This is not a date field. Depending on the period system you use, you can have as few as 1 or as many as 52 accounting periods in a year. You must type the period number, press **Enter**, and then type the year and press **Enter** again.

Field	Description
Depr End Period	After you enter the beginning accounting period and year, the system uses the number of periods in the asset's estimated life (see Recovery Period above) that you entered to calculate the last period and year of depreciation.
Curr Fiscal Year	The current fiscal year, as determined by the ACPRDxxx table, is displayed.
Salvage Value	Enter the estimated salvage value the asset will have at the end of its useful life.

Note

If you are using a table-driven depreciation method (a MACRS table) and you enter a salvage value, a message informing you that the amount is not used in the depreciation calculation appears.

Field	Description
Other Bonus Depr	The bonus depreciation is an extra amount the government lets you take (with some qualifications—consult your accountant) during the first year of an asset's life. If the asset is eligible for bonus depreciation, enter the amount here.
179 Expense	If you want to claim all or part of the cost of the asset as a Section 179 expense, enter the amount to be expensed.
Applied Credits	If you want to apply credits to this column, enter the amount of credits to apply. The total credits (from the Credits field on the Valuation and Credits subscreen) is displayed at the bottom of the screen.

Note

The *total* credits you entered on the Valuation and Credits subscreen is different from the applied credits you enter in this field. Consult your accountant to determine what portion of the credits you should use to reduce the depreciable base.

Field	Description
Accum Elig Depr	Accumulated eligible depreciation is the total *potential* depreciation accumulated for an asset up to the end of the last fiscal year. It is the total depreciation that you could have taken if the asset had been used for business 100 percent of the time. If you are entering a new asset, press **Enter** to leave this field blank. If you are entering an existing asset, enter the depreciation that accumulated over the life of the asset through the end of the last fiscal year.
Accum Depr Taken	The accumulated depreciation taken is the total *actual* tax-deductible depreciation accumulated for an asset through the end of the last fiscal year. If the asset was used for business 100 percent of the time, the amount displayed is the same as the amount in the Accum Elig Depr field. If the asset was used for business less than 100 percent of the time, the depreciation you actually took is displayed.

Note

Do not enter a figure in this field unless you are setting up an asset.

Field	Description
Annual Depr	The calculated total depreciation for the current year is based on the asset value at the beginning of the year and the depreciation method you chose. During year-end maintenance, the system calculates this value for the *next* year. If you are adding an asset, the calculated current-year annual depreciation—based on the information you have entered so far—appears in the field. Press **Enter** to accept this figure, or enter the total depreciation you can take in the *current* year. The current annual depreciation is displayed at the bottom of the screen.
YTD Depr	The year-to-date depreciation is the sum of the depreciation amounts accumulated and posted during the current fiscal year, not including unposted amounts for the current period. If you are adding a new asset record, press **Enter** to leave this field blank. If you are adding a record for an existing asset, enter the depreciation you have taken on this asset in the current fiscal year. When you post period depreciation, the amount in the Curr Depr field (below) is added to the amount in this field. During year-end maintenance, the annual depreciation is added to the accumulated depreciation taken, and this field is cleared to get ready for the next year.
Curr Depr	The depreciation to be taken in the current period is displayed. Press **Enter** to accept it, or enter a different amount. When you use the Compute Period Depreciation function, the system calculates the portion of the annual depreciation that can be taken in the current period and puts it in this field. When you use the Post Period Depreciation function the system adds the current depreciation to the YTD depreciation and clears this field for the next period.

Field	Description
	If Fixed Assets is interfaced with General Ledger and the status of the asset is *active*, the amount in the Curr Depr field in the Book column is debited to the depreciation expense account and credited to the accumulated depreciation account you specified on the Valuation and Credits subscreen.
Remain Depr Base	The total remaining asset value—that is, the base cost less the salvage value, 179 expense amount, bonus depreciation, applicable credits, accumulated eligible depreciation, and YTD depreciation—is calculated and displayed.

Note

If the total depreciation plus reductions exceeds the remaining depreciable base, a warning message appears. Do not compute period depreciation or perform year-end maintenance until you have corrected this situation.

When you save the Depreciation subscreen, the Fixed Assets master screen appears.

Tables

Use the Tables function to set up and maintain the Fixed Assets tables.

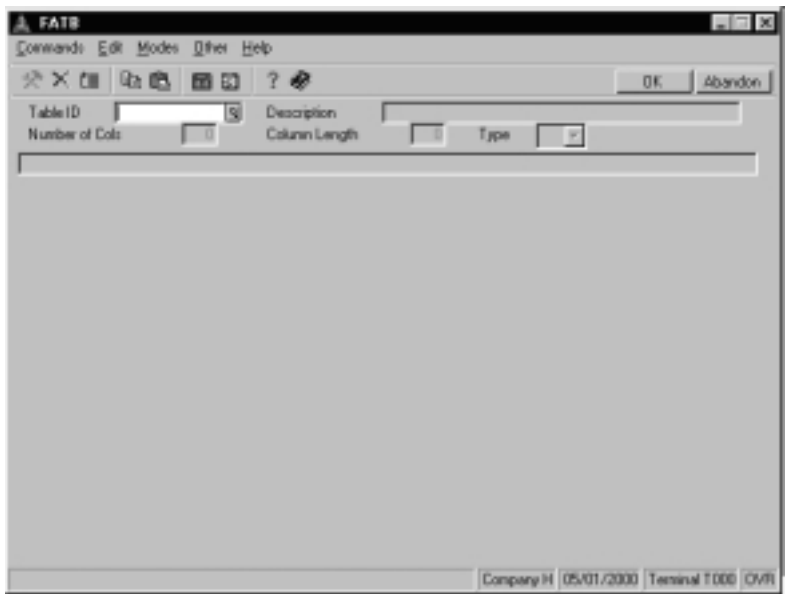
Tables store information about the system, data, options, and other applications (like Report Writer). The following tables are related to Fixed Assets:

- ACPRDxxx
- DPRTXxxx
- LOCATxxx
- TAXDTxxx

For more information about each of these tables, see their individual descriptions in this section.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.



Inquiry

1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To delete the table, use the **Delete (F3)** command.

2. If you entered a new ID, the Copy From field appears. To copy a company-specific table, enter the table ID plus the three-character company ID.

3. A set of tables comes with the sample company, *Builders Supply.* You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

4. Press **Enter** to accept the displayed description of the table, or enter a different description.

5. The number of columns in the table is displayed in the Number of Cols field (1-77).

6. The length of the columns in the table is displayed in the Column Length field (1-77).

7. The type of characters you can enter in the table is displayed—alphanumeric (**A**), numbers with two decimal places (**N**), numbers with three decimal places (**3**), or numbers with four decimal places (**4**). Although you can change the type, the software requires that the table contain the correct type of data.

Note

The OPTxxx (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager Options and Interfaces function, not through the table itself.

ACPRDxxx Table

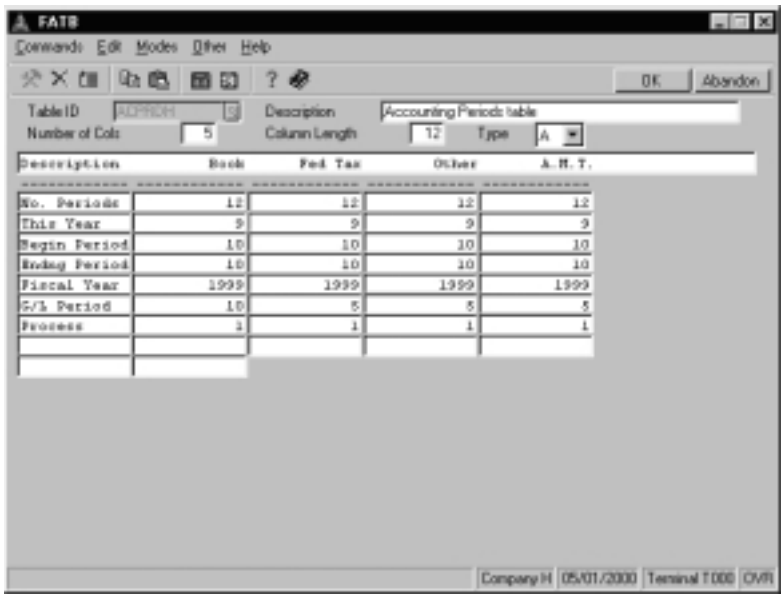
The ACPRDxxx table stores the fiscal year and accounting period definitions for the book, federal tax, other tax, and alternative minimum tax (A.M.T.) values.

The ACPRDxxx table is the only Fixed Assets table you *must* set up for each company in the system.

If you are setting up the ACPRDxxx table at the beginning of the fiscal year or if you plan to set initial balances by computing and posting period depreciation (see page 3-3), enter **0** in the This Year, Begin Period, Ending Period, GL Period, and Process fields.

If you are setting up the ACPRDxxx table at any other time in the fiscal year, you must determine what values to enter in these fields. (See page 4-3 for more information about how the values are calculated.)

When you enter the table ID, the rest of the ACPRDxxx table appears.

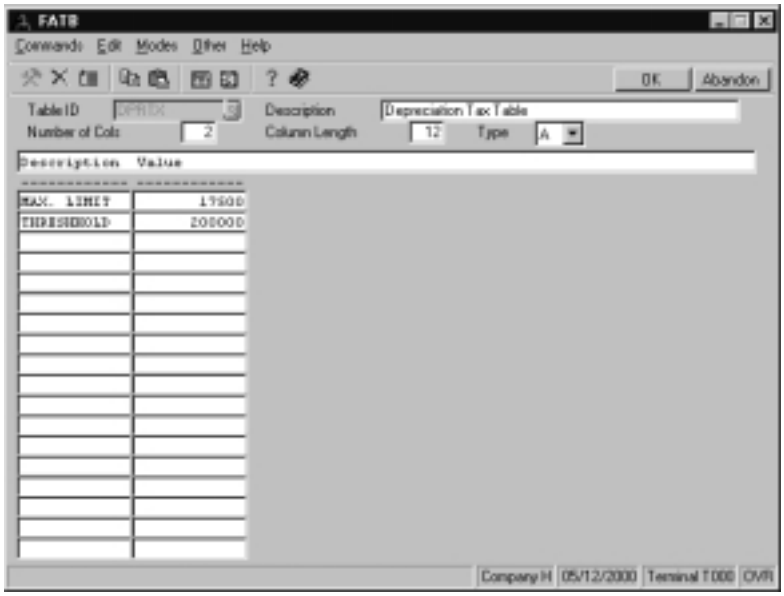


Field	Description
No Periods (1-52)	Enter the number of accounting periods in your book, tax, other, and alternative minimum tax fiscal years.
This Year (1-52)	The number of periods processed to date is stored here as you compute the period depreciation. When you create the table, leave this row blank.
Begin Period (1-52)	The first period processed is stored here when you compute the period depreciation. When you create the table, leave this field blank.
Ending Period (1-52)	The last period processed is stored here when you compute the period depreciation. When you create the table, leave this field blank.
Fiscal Year	Enter the current fiscal year in all the columns.
GL Period (1-13)	The general ledger period is stored here when you compute period depreciation. When you create the table, leave this field blank.
Process	The book you choose to process when you compute period depreciation is stored here. When you create the table, leave this field blank.

DPRTXxxx Table

The DPRTXxxx table stores the maximum dollar limitation and threshold cost for section 179 assets. These values are used when you print the Depreciation Tax Report. If you change the values when you print the report, the new values you enter are stored in this table automatically.

When you enter the table ID, the rest of the DPRTXxxx table appears.

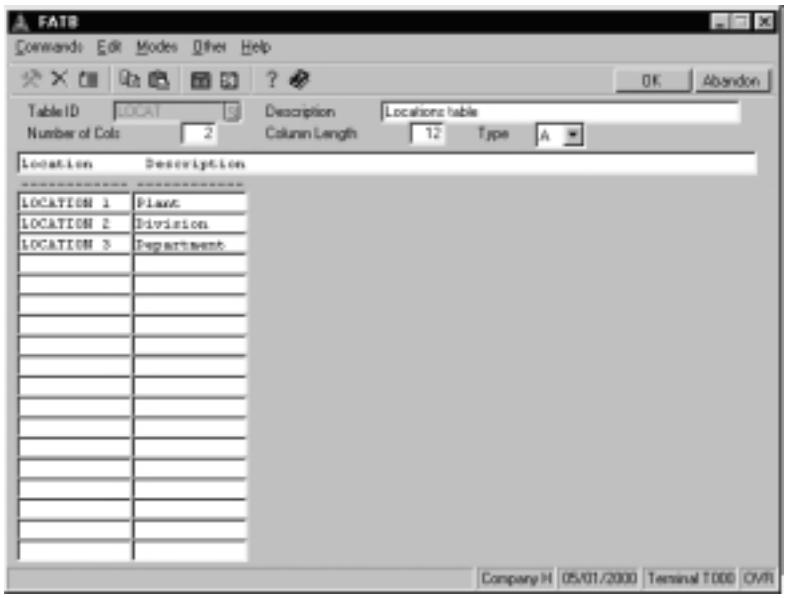


Field	Description
Max. Limit	Enter the maximum amount of section 179 deduction you can claim. (For information, see the IRS document *Instructions for Form 4562*.)
Threshold	Enter the threshold cost of section 179 property before reduction in limitation. (For information, see the IRS document *Instructions for Form 4562*.)

LOCATxxx Table

The LOCATxxx table stores the list of user-defined location names. The names you define here appear on the General Information subscreen in the Fixed Assets function and in the Fixed Assets List. The default entries are Plant, Division, and Department. You can rename the fields to something appropriate to you business. If you leave a location description blank, the unlabeled field continues to appear on screens where it is used.

When you enter the table ID, the rest of the LOCATxxx table appears.



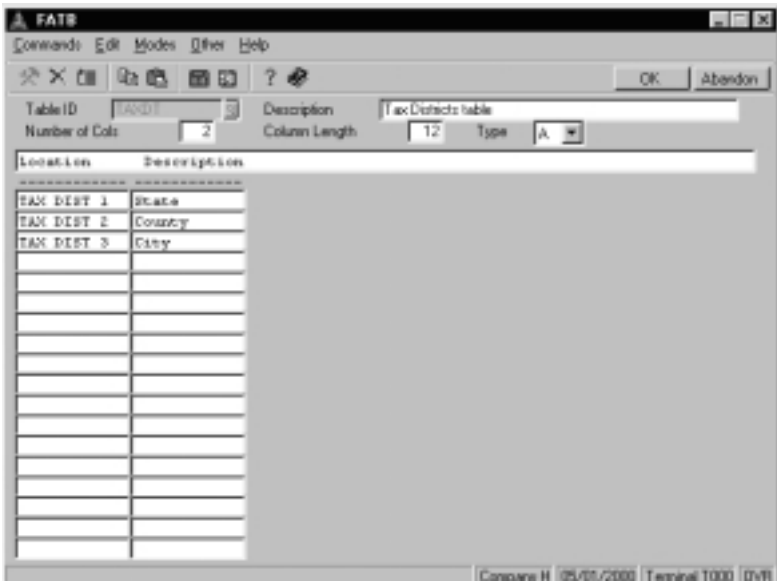
Enter the names you want to use for location fields. If you leave the description blank, an unlabeled field (that is, a field with no name) continues to appear on screens where it is used.

TAXDTxxx Table

The TAXDTxxx table stores the list of user-definable tax district names. The names you define here appear on the General Information subscreen in the Fixed Assets function and in the Fixed Assets List.

The default entries are State, County, and City. You can rename the fields to something appropriate to your business. If you leave a tax district description field blank, the unlabeled field continues to appear on screens where it is used.

When you enter the table ID, the rest of the TAXDTxxx table appears.



Enter the names you want to use for tax district fields. If you leave a tax district description blank, the unlabeled field (that is, a field with no name) continues to appear on screens where it is used.

Depreciation Tables

The Fixed Assets system makes extensive use of tables supplied by the IRS to calculate depreciation. Use the Depreciation Tables function to add to or revise these tables.

All the established, current depreciation tables and selected tables from earlier years are provided with the Fixed Assets system. However, since tax laws change frequently, you may need to add or change depreciation tables before you begin Fixed Assets processing.

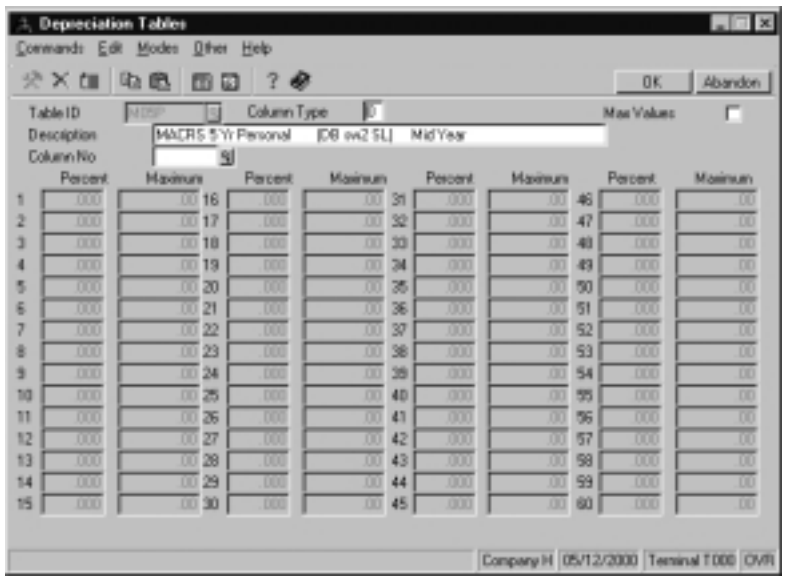
Note

Consult your accountant to determine if you need to change these tables or add tables before you begin Fixed Assets processing.

Depreciation tables are shared by all the companies on your system.

Depreciation Tables Screen

Select **Depreciation Tables** from the File Maintenance menu. The Depreciation Tables screen appears.



Because most depreciation tables do not fit on one screen, you work with one column at a time. The column has four sections, which are displayed side by side: lines 1-15, lines 16-30, lines 31-45, and lines 46-60.

All the screens (that is, columns) belonging to one table have the same table ID but are differentiated by the column number (see below).

The Depreciation Tables screen is divided into two parts: the header information and the column data.

Header information

The header information identifies the table.

Note

1. Depreciation tables are not company-specific.

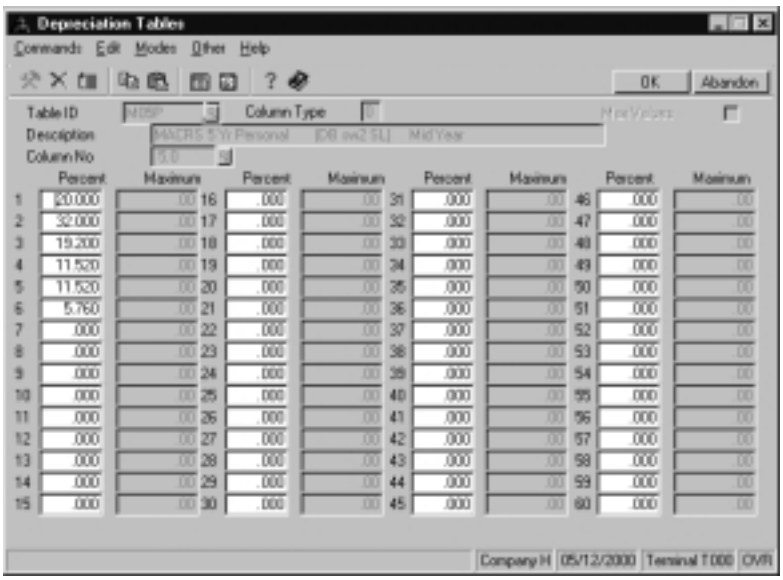
2. If you set up your own depreciation tables, do not use the letter *M* as the first character of the ID; tables beginning with *M* are treated specially by the Fixed Assets system as MACRS tables.

	Field	Description
Inquiry	Table ID	Enter the table ID.
Inquiry	Copy From	This field appears only if you entered a new table ID. To copy a table (including the columns), enter the table ID.
	Column Type	If the table is based on the asset's recovery period, enter **0.** If it is based on the month the asset was placed in service, enter **1.**
	Max Values	If the table includes a maximum limit on annual depreciation, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
	Description	Enter the depreciation table description (for example, 5 Year Personal Property). What you enter in this field will appear in this field and in inquiry windows.

You can use the **Delete (F3)** command to delete the header record and related columns.

After you have entered the header fields information, approve your entries. When you use the **Proceed** (**OK**) command to proceed, you can enter column data.

Column data



Field	Description
Column No	The column refers to the IRS depreciation tables. For some tables, the column number refers to the applicable recovery period. For others, it is the month placed in service. Enter the number of the column you want to work with. Most column numbers are whole numbers (for example, 5.0). In some tables with half-year conventions, the decimal point indicates the half-year column (for example, 4.5).
Copy From Table ID Copy From Column No	These prompts appear if you entered a new column number. If the column you are creating is like another column in this or any other table, you can save time by copying the existing column. If the column you want to copy is in this table, press **Enter** to accept the default table ID. If it is not, enter the ID of the table you want to copy from; then enter the number of the column you want to copy.

Field	Description
Percent	Enter the percentage that is on the same line of this column in the IRS depreciation table. When you press **Enter,** the cursor moves to the next Percent field in that section of the column—until you reach the fifteenth Percent field in that section. Then if you entered Y in the Max Values field (above), the cursor then moves the first Maximum field (below) for that section of the column. If you entered N in the Max Values field, the cursor moves to the first Percent field in the next section of the column.
Maximum	If you entered N in the Max Values field, you cannot access the Maximum column. If you entered Y in the Max Values field, you can enter the maximum values related to the percentages in the Percent column.

When you save your entries, the cursor returns to the Column No field. Enter another column, use the **Abandon (F5)** command to go to the Table ID field, or exit to the File Maintenance menu.

Retire Assets

When an asset reaches the end of its useful life—or when you have taken all the depreciation you can—use the Retire Assets function to retire and dispose of the asset. This process changes the asset's status to *retired,* enters a retirement date in the asset record, and puts a stop to depreciation calculations involving the asset.

Once an asset has been retired, you can delete its record during year-end processing.

Note

You must compute and post period depreciation before you retire assets.

Definition of Retirement

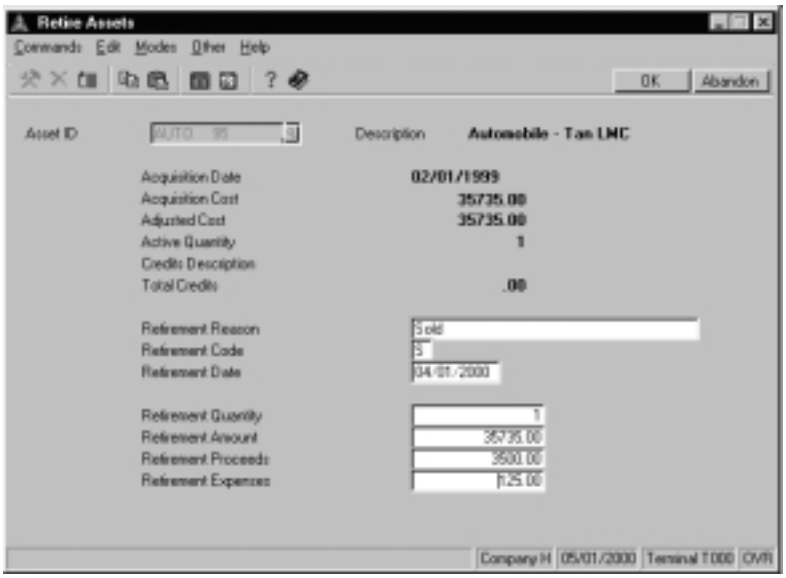
When you retire an asset, data related to the identification and value of the asset is copied to the FARJxxx (Retirements) file. The data is available through the Retirements Journal and the Retired Assets List. Retired assets are identified by the standard asset ID, plus a two-digit sequence number. You can enter a maximum of 99 retirement transactions for an asset ID in a calendar year.

If you retire a single-unit asset, its status is changed to *retired* and a retirement date is put in the asset record. If you retire part of a multiple-unit asset, the asset status does not change. A multiple-unit asset's status cannot be changed to *retired* until the entire dollar value of the asset is retired. Dollar value fields in the portion of the asset remaining active are reduced in proportion to the dollar amount retired (see later in this section).

During year-end maintenance, you can delete fully retired assets.

Retire Assets—Screen One

Select **Retire Assets** from the File Maintenance menu. The function screen appears.



Note

You can retire only active assets. You cannot retire active assets with unposted amounts in the Current Depreciation field.

	Field	Description
Inquiry	Asset ID	Enter the full ID (including suffix ID and sequence number) of the asset you want to retire.

Field	Description
	The asset description and credit information from the asset record appear. If there is unposted current depreciation, an error message appears. You must either post the depreciation or use the Fixed Assets function to clear the Current Depreciation field. The credit fields (Acquisition Date, Acquisition Cost, Adjusted Cost, Active Quantity, Credits Description, and Total Credits) display the credit value that was taken when you acquired the asset, as recorded on the Valuation and Credits subscreen. If you took credits when you acquired the asset and are retiring the asset *before* the end of its estimated depreciable life, you may need to recapture a prorated share of the credits. Consult your accountant or the IRS to determine if you are required to recapture credits. Then produce the Credit Recapture Report to clear the Current Depreciation field.
Retirement Reason	Enter the reason you are retiring the asset.
Retirement Code	This field is user-defined. For example, you might enter **S** if you plan to sell the asset, **D** if you plan to donate it to a school or charity.
Retirement Date	Enter the date you retired the asset. The system copies this date to the Retirement Date field in the asset record.
Retirement Quantity	Enter the quantity of the asset you want to retire. You can retire part or all of the asset. For example, if the original asset quantity was 4, you can enter 1 to retire one unit of the asset.

Note

If you retire part of a multiple-unit asset, the asset status will not switch to *retired* until the entire dollar value of the asset has been retired.

Field	Description
Retirement Amount	The adjusted cost (times the retirement quantity percentage, if other than 100 percent) is displayed. Press **Enter** to accept the displayed cost, or enter the dollar value of the asset.

Note

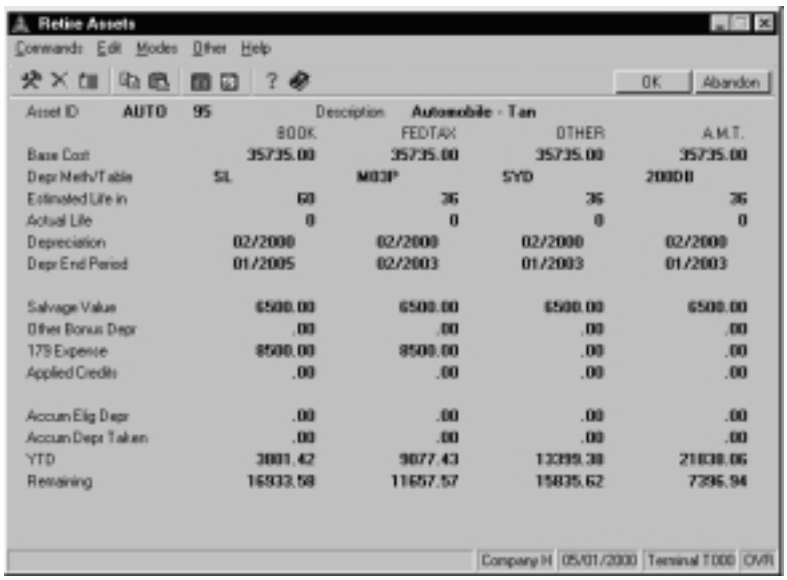
1. The retirement amount cannot exceed the value of the asset.

2. If you are retiring part of a multiple-unit asset, the dollar value of the retirement amount (expressed as a percentage of the adjusted cost)—*not* the retirement quantity—determines the percentage by which the other amount fields in the asset record will be reduced. For example, if you have a four-unit asset with a total adjusted cost of $1000 and you retire a quantity of 1, the calculated retirement amount is $250 and all the remaining dollar value fields in the asset record will be reduced to 75 percent of their pre-retirement value. However, if you change the retirement amount to $500, the dollar value fields for the remaining three units will be reduced to 50 percent of their pre-retirement value.

Retirement Proceeds	Enter the amount of the funds derived from the retirement of the asset.
Retirement Expenses	Enter the expenses related to disposing of or retiring the asset. The system uses the net proceeds (retirement proceeds less retirement expense) in the Gains and Losses Report.

When you save your entries, the second Retire Assets screen appears.

Retire Assets—Screen Two


Retire Assets
Commands Edit Modes Other Help
OK
Abandon
Asset ID AUTO 95 Description Automobile - Tan
BOOK FEDTAX OTHER A.M.T.
Base Cost 35735.00 35735.00 35735.00 35735.00
Depr Meth/Table SL MODP SYD 200DB
Estimated Life in 60 36 36 36
Actual Life 0 0 0 0
Depreciation 02/2000 02/2000 02/2000 02/2000
Depr End Period 01/2005 02/2003 01/2003 01/2003
Salvage Value 6500.00 6500.00 6500.00 6500.00
Other Bonus Depr .00 .00 .00 .00
179 Expense 8500.00 8500.00 .00 .00
Applied Credits .00 .00 .00 .00
Accum Elig Depr .00 .00 .00 .00
Accum Depr Taken .00 .00 .00 .00
YTD 3001.42 9077.43 13399.38 21838.06
Remaining 16933.58 11657.57 15835.62 7396.94
Company H 05/01/2000 Terminal T000 OVR

The second screen is similar to the Depreciation subscreen (see page 8-15), except that it is a view-only screen. A few fields that are not relevant to retired assets are absent. The Actual Life field shows the difference between the asset's estimated depreciable life and its actual service life.

To change something on this screen, use the **Start Over (PgUp)** command to go back to the first Retire Assets screen. To cancel the retirement, exit to the File Maintenance menu.

When you approve the retirement, the cursor returns to the Asset ID field; enter another asset ID, or exit to the File Maintenance menu.

Reinstate Assets

Features

Use the Reinstate Assets function on the File Maintenance menu to reinstate a previously retired asset to the active status.

Note

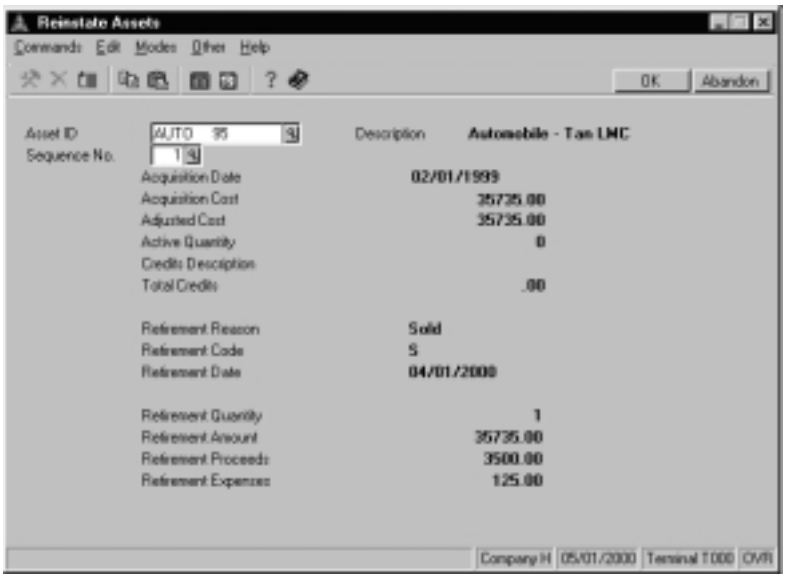
You cannot reinstate assets that you retired under versions of OSAS Fixed Assets before 5.00. These earlier versions did not same all of the required data required to reinstate an asset.

Reports

There are no reports associated with this function.

Reinstate Assets—Screen One

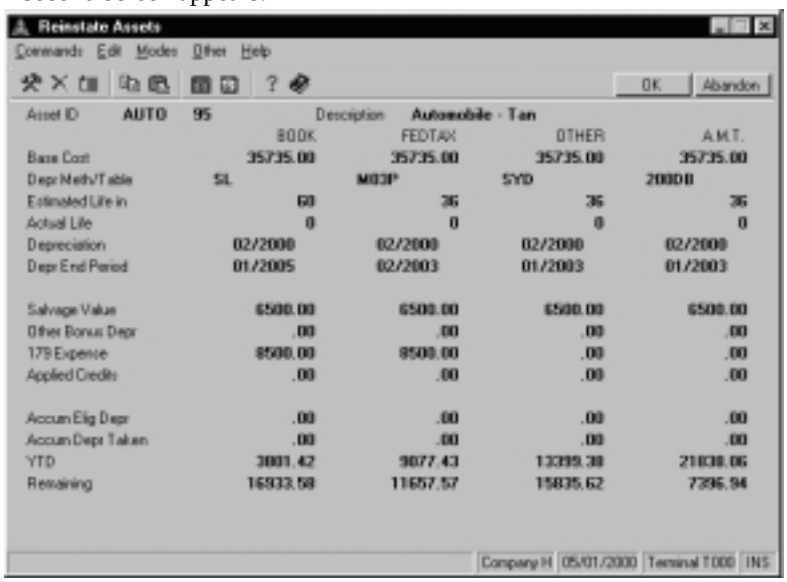
When you select Reinstate Assets from the menu, this screen appears:



	Field	Description
Inquiry	Asset ID	Enter the full ID (including suffix ID and sequence number) of the asset you want to reinstate from retirement. The asset description and credit information from the retired asset record appear.
Inquiry	Sequence No.	Enter the retirement sequence number.

Reinstate Assets—Screen Two

When you use the **Proceed** (**OK**) command to save the entries on screen one, the second screen appears:


Reinstate Assets
Commands Edit Modes Other Help
OK
Abandon
Asset ID AUTO 95
Description Automobile - Tan
BOOK FEDTAX OTHER A.M.T.
Base Cost 35735.00 35735.00 35735.00 35735.00
Depr Meth/Table SL MODP SYD 200DB
Estimated Life in 60 36 36 36
Actual Life 0 0 0 0
Depreciation 02/2000 02/2000 02/2000 02/2000
Depr End Period 01/2005 02/2003 01/2003 01/2003
Salvage Value 6500.00 6500.00 6500.00 6500.00
Other Bonus Depr .00 .00 .00 .00
179 Expense 8500.00 8500.00 .00 .00
Applied Credits .00 .00 .00 .00
Accum Elig Depr .00 .00 .00 .00
Accum Depr Taken .00 .00 .00 .00
YTD 3801.42 9077.43 13399.38 21838.06
Remaining 16933.58 11657.57 15835.62 7396.94
Company H 05/01/2000 Terminal T000 INS

The second screen is the same as the second screen of Retire Assets. When you have verified the reinstatement information is correct, use the **Proceed** (**OK**) command to reinstate the asset.

When you approve the reinstatement, the cursor returns to the Asset ID field; enter another asset ID, or exit to the File Maintenance menu.

Change Fields

Features

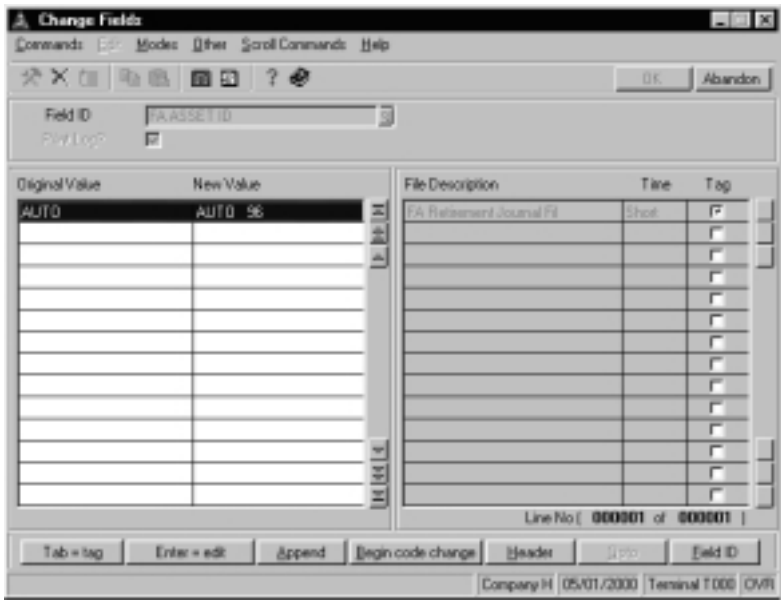
Use the Change Fields function on the File Maintenance menu to change any code from one value to another. The Change Fields function can change codes within this application, as well as in other applications.

Reports

To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 8-51.

Change Fields screen

When you select Change Fields from the menu, this screen appears:



The screen contains 3 sections. The top, or *Header*, section, which includes the Field ID and Print Log? fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

Field Definitions—Header

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to change. You can change only Fixed Assets fields from the Fixed Assets menu. To change IDs and codes from other applications, run the Change Fields function in the respective application.
	Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the field ID and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Field Definitions—Values

Field Name	Description
Original Value	Enter the current field value that you want to change.
New Value	Enter the new value that you want to use for this field.

Command Bar Definitions

Command	Description
Tab = tag	Press **Tab** to switch to the Files section of the screen.
Enter = Edit	Press **Enter** to edit the current line.

Command	Description
Append	Press **A** to append another value to change to the list.
Begin code change	Press **B** to begin the change field process.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

Continue entering old values and new values until you have specified all of the values you want to change. If you want to change the files that will be changed, you can use the **Tab** command to jump to that section. If you are satisfied with your selections, you can press **B** to begin the change process.

Field Definitions—Files

Field Name	Description
File Description	The files that contain the Field ID you selected appear.
Time	This field gives you an idea of the relative time it will take to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file.

Command Bar Definitions

Command	Description
Tab = value	Press **Tab** to return to the Values screen section.
Enter = Tag/Untag	Press **Enter** to toggle a file as included or excluded from the copy process.
All	Press **A** to tag all of the files.
None	Press **N** to untag all of the files.
Begin	Press **B** to being the change field function.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log will print if you elected to produce it.

Enter a new field ID to change, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Change Fields Log

05/14/2000 Builders Supply Page 1
10:04 PM Change Code Log

File Name	Records Read	Records Converted	Original Total Record	New Total Records
APVEH	1	1	16	16
APCHH	21	0	21	21
APCHH	1	0	21	21
APHCH	8	0	8	8
APHIH	550	56	550	550
APHSH	57	56	623	623
APINH	1	1	25	25
APIXH	0	0	0	0
APRHH	5	0	5	5
APRLH	5	0	5	5
APTDH	10	4	10	10
APTHH	4	1	4	4
APVCH	0	0	20	20
INAIH	62	4	189	193
INHIH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INHIH	326	43	1010	1010
INLDH	204	16	204	204
INLHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INLHH	234	178	406	406
INSHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INSHH	326	178	573	573
INVIH	223	16	207	223
JOHIH	106	16	189	189
JOHIH	0	0	189	189
POOHH	9	1	9	9
POORH	31	3	31	31
POPQH	3	0	3	3

Field ID AP VENDOR ID
Original Value New Value
TIM001 TMB001

Master File Lists 9

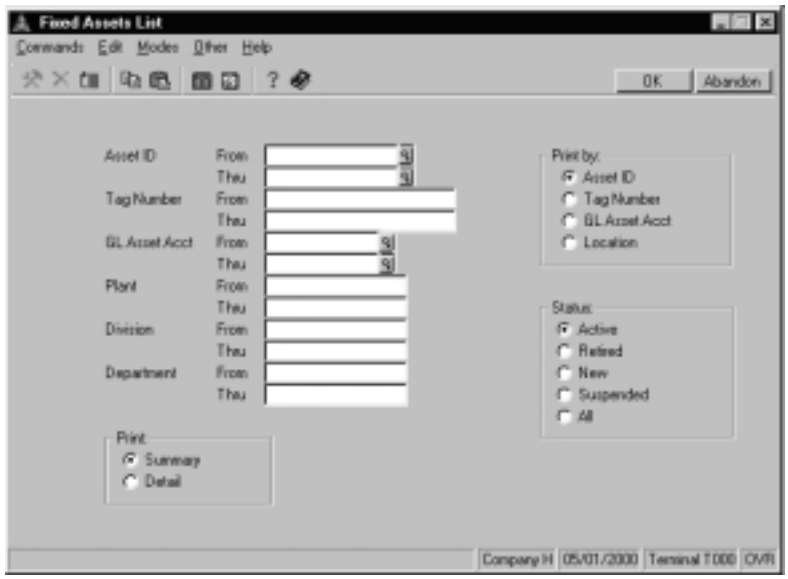
Fixed Assets List	9-3
Tables List	9-7
Depreciation Tables List	9-11
Retired Assets List	9-15

Fixed Assets List

The Fixed Assets List contains the data you entered through the Fixed Assets function. Use the list to review asset identification, acquisition, valuation, and depreciation information.

Fixed Assets List Screen

Select **Fixed Assets List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the list.

2. Enter the range of tag numbers you want to include in the list.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the list. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.

4. Enter the range for each of the three user-defined location fields you want to include in the list.

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

5. Select the amount of information you want to include: summary (only asset identification and manufacturer information) or detail (all information in the asset record).

6. Select the order in which you want to organize the list.

7. Select the status of the assets you want to include in the list.

8. Select the output device.

A sample Fixed Assets List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Fixed Assets List

04/10/2001 Builders Supply Page 1
10:56 PM Fixed Assets List
Summary By Asset ID

ASSET ID	DESCRIPTION	DATE ACQUIRED	QTY	MANUFACTURER MODEL NUMBER	SERIAL NUMBER TAG NUMBER
AUTO	Automobile - Grey LMC	03/14/1996	1	LMC 100 DX	1234-4567-8901 MY-CAR
AUTO 92 2	Auto Stereo System	03/31/1996	1	Clear Sound 1200	45-121-8974 45127
AUTO 95	Automobile - Tan LMC	02/01/1999	1	LMC 100 DX	352345JSFD787ADFS799

ASSET ID	DESCRIPTION	DATE ACQUIRED	QTY	MANUFACTURER MODEL NUMBER	SERIAL NUMBER TAG NUMBER
OFFICE 93 1	File Cabinets	07/20/1997	10	Wenkel 100A	

End of Report

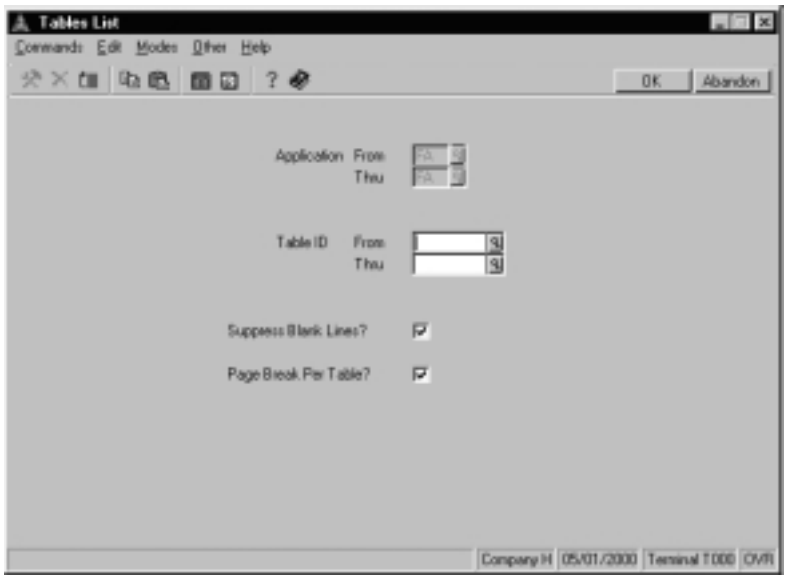
Tables List

The Tables List shows the number of columns, column length and type, and data for any or all Fixed Assets tables.

Use the Tables List to keep records and verify contents of the Fixed Assets tables you are using.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



The default in the Application From/Thru fields is FA. You cannot produce a Tables List for other applications from this function in Fixed Assets. To produce a Tables List for another application, refer to the appropriate user's guide or see the *Resource Manager User's Manual.*

Inquiry

1. Enter the range of table IDs you want to include in the list.

2. Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want blank lines to be printed in the report.

3. Check or uncheck the box (or enter **Y** or **N** in text mode) to indicate whether or not you want a page break after each table (that is, each table printed on its own page).

4. Select the output device.

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List

```
04/10/2001                    Builders Supply                    Page    1
10:56 PM                        Tables List
                                Fixed Assets

  Table ID ACPRDH     Description Accounting Periods table
  No. of Columns   5  Column Length   12    Type  A

 Description          Book      Fed Tax        Other       A.M.T.
 ------------ ------------ ------------ ------------ ------------
 No. Periods            12           12           12           12
 This Year               0            0            0            0
 Begin Period            0            0            0            0
 Endng Period            0            0            0            0
 Fiscal Year          2000         2000         2000         2000
 G/L Period              0            1            1            1
 Process                 0            0            0            0



04/10/2001                    Builders Supply                    Page    2
10:56 PM                        Tables List
                                Fixed Assets

  Table ID DPRTX      Description Depreciation Tax Table
  No. of Columns   2  Column Length   12    Type  A

 Description  Value
 ------------ ------------
 MAX. LIMIT          17500
 THRESHHOLD         200000



04/10/2001                    Builders Supply                    Page    3
10:56 PM                        Tables List
                                Fixed Assets

  Table ID FATYPE     Description FA Field Types table
  No. of Columns   5  Column Length   12    Type  A

 STATUS       OWNED        NEW          REAL         YES/NO
 ------------ ------------ ------------ ------------ ------------
 ACTIVE       OWNED        NEW          PERSONAL     YES
```

Depreciation Tables List

The Depreciation Tables List shows the table name, description, and type (recovery period or month placed in service) for the depreciation tables you select. The detailed list also shows the percentage and maximum amounts for the columns in the table.

Use the Depreciation Tables List to verify the accuracy of the depreciation tables you are using.

Depreciation Tables List Screen

Select **Depreciation Tables List** from the Master File Lists menu. The function screen appears.

Inquiry

1. Enter the range of depreciation table IDs you want to include in the list.

2. Select the amount of information you want to include: summary (depreciation table headers only) or detail (depreciation table headers and all columns).

3. Select the output device.

A sample Depreciation Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Depreciation Tables List

04/10/2001 Builders Supply Page 1
10:57 PM Summary Depreciation Tables List

Table ID	Column Type	Maximums	Description
03YSH	0 - Recovery Period	N	3 Year safe harbor leases
05YSH	0 - Recovery Period	N	5 Year safe harbor leases
10YSH	0 - Recovery Period	N	10 Year safe harbor leases
150DB	0 - Recovery Period	N	150 % Declining-Balance Method
200DB	0 - Recovery Period	N	200 % Declining-Balance Method
A03L	0 - Recovery Period	N	ACRS 3 Yr List.Prop./Lux.Auto No Max
A03LA	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 6/18/84-4/1/85
A03LB	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 4/2/85-7/30/86
A03LC	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 1/1/87-12/31/88
A03LD	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 1/1/89-12/31/90
A03LE	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 1/1/91-12/31/91
A03LF	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 1/1/92-12/31/92
A03LG	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 1/1/93-12/31/93
A03LH	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 1/1/94-12/31/94
A03LI	0 - Recovery Period	Y	ACRS 3 Yr List.Prop./Lux.Auto Max 1/1/95-12/31/95
A03P	0 - Recovery Period	N	ACRS 3 year Personal Property 1980-1987
A05L	0 - Recovery Period	N	ACRS 5 Yr List.Prop./Lux.Auto No Max
A15L	0 - Recovery Period	N	ACRS 15 Yr List.Prop./Lux.Auto No Max
A15LA	0 - Recovery Period	Y	ACRS 15 Yr List.Prop./Lux.Auto Max 6/18/84-4/1/85
A15LB	0 - Recovery Period	Y	ACRS 15 Yr List.Prop./Lux.Auto Max 4/2/85-7/30/86
A15R	1 - Month Placed in Service	N	ACRS 15 Year Real (other than low-income housing)
A15RA	1 - Month Placed in Service	N	ACRS 15 Yr Real+LowI Alt.35 Years before 5/09/85
A15RB	1 - Month Placed in Service	N	ACRS 15 Yr Real+LowI Alt.45 Years after 12/31/80
A15U	0 - Recovery Period	N	ACRS 15 Year Public Utility 1980-1987
A18L	1 - Month Placed in Service	N	ACRS 18 Yr Listed Prop. - Real/Low-In Hsng No Max
A18RA	1 - Month Placed in Service	N	ACRS 18 Year Real Property 3/16-6/22/84
A18RB	1 - Month Placed in Service	N	ACRS 18 Year Real Alternate 3/16-3/22/84
A18RC	1 - Month Placed in Service	N	ACRS 18 Year Real after 6/22/84
A18RD	1 - Month Placed in Service	N	ACRS 18 Year Real Alternate after 6/22/84
A18RE	1 - Month Placed in Service	N	ACRS 18 Year Real Alt.35 Years 3/16-6/22/84
A18RF	1 - Month Placed in Service	N	ACRS 18 Year Real Alt.35 Years after 6/22/84
A18RG	1 - Month Placed in Service	N	ACRS 18 Year Real Alt.45 Years 3/16-6/22/84
A18RH	1 - Month Placed in Service	N	ACRS 18 Year Real Alt.45 Years after 6/22/84
A19L	1 - Month Placed in Service	N	ACRS 19 Yr Listed Prop. - Real/Low-In Hsng No Max

End of Report

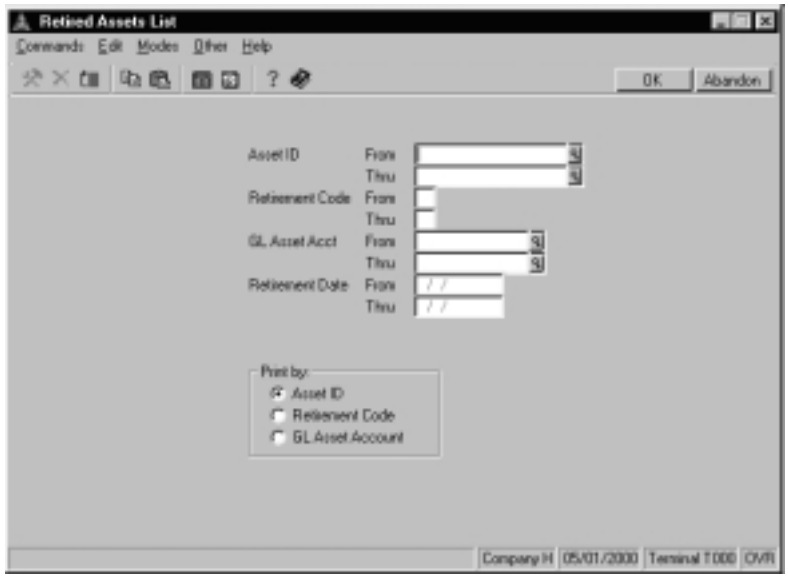
Retired Assets List

The Retired Assets List shows the acquisition, depreciation, and disposal information for assets with *retired* status.

The Retired Assets List is different from the Retirements Journal. Use the Retired Assets List to review detailed information about the retirement; use the Retirements Journal to analyze how effectively you depreciated the retired asset.

Retired Assets List Screen

Select **Retired Assets List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of asset IDs you want to include in the list.
2. Enter the range of retirement codes you want to include in the list.

Inquiry

3. Enter the range of general ledger asset account numbers you want to include in the list. The **Inquiry (F2)** command is only available if Fixed Assets is interfaced with General Ledger.
4. Enter the range of retirement dates you want to include in the list.
5. Select the order in which you want to organize the list.
6. Select the output device.

A sample Retired Assets List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Retired Assets List

```
04/10/2001                    Builders Supply                    Page    1
10:58 PM                    Retired Assets List
                               by Asset ID

     Asset ID             COMPUTER 0001 -01
     Description          Micro-Computer for Accounting
     Retirement Reason    Fully Retired
     GL Asset Account     1530          Retirement Amount         6329.84
     Retirement Code      1             Retirement Proceeds        300.00
     Retirement Date      05/30/1996    Retirement Expenses        150.00
     Retirement Quantity          1     Retirement Credits         253.19

                                Book        FedTax         Other        A.M.T.
-------------------------------------------------------------------------------
Base Cost Retired           6329.84       6329.84       6329.84           .00
Depr. Method/Table ID         SL            3YR           SL            NONE
Estimated Life in Periods       36            36            36               0
Actual Life                     36            36            36               0
Depreciation Begin Period   06/1994       06/1994       06/1994       00/2000
Depreciation End Period     05/1997       05/1997       05/1997       00/2000

Salvage Retired                .00           .00           .00           .00
Bonus Retired                  .00           .00           .00           .00
179 Expense Retired            .00           .00           .00           .00
Applied Credits Retired        .00        253.19           .00           .00

Accum. Elig. Depr. Ret.    5950.60       6076.65       5450.70           .00
Accum. Depr. Retired       5950.60       6076.65       5450.70           .00
YTD Depr. Retired           379.24           .00        879.14           .00
Remaining Depr. Base           .00           .00           .00           .00



     Asset ID             CRANE    0001 -01
     Description          Cranes/Derricks
     Retirement Reason    Fully Depreciated
     GL Asset Account     1520          Retirement Amount       421302.59
     Retirement Code      2             Retirement Proceeds           .00
     Retirement Date      02/28/1999    Retirement Expenses           .00

End of Report
```

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

'ACPRDxxx' is not on file.

The ACPRDxxx table has been deleted. Restore the data from the most recent backup and try again.

An error occurred while converting files. Conversion aborted.
An error occurred wile creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the RM Data File Conversion/ Creation screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

Asset has unposted current depreciation.

You must complete period work before you retire an asset. You cannot retire an asset with an unposted amount in the Current Depreciation field.

Basic Error = *nn* Host Error = *xxx* Line = *nnnn* Program = *xxxxxx*
Basic Error = *nn* Line = *nnnn* Program = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Blank date not allowed once asset has been active.

After you switch an asset's status to *active* (by entering the date the asset was placed in service), you cannot delete the date the asset was placed in service and restore the asset's *new* status.

Column has been processed for all periods.

You cannot compute period depreciation for a column that has been processed for all periods in the current fiscal year, nor can you use the Process All Columns option if one column has been processed for all periods.

If the column has been processed incorrectly, check the ACPRDxxx table and change it if necessary. If the column has been processed correctly and you want to process the remaining columns, you must process each column individually.

Could not find any valid source files for this application.

The source directory you specified does not contain files for the application you are converting. Make sure that you entered the correct source directory and application ID.

Current + YTD depreciation cannot exceed annual depreciation.

The sum of the amounts in the Current Depreciation and YTD Depreciation fields cannot exceed the amount in the Annual Depreciation field. Either increase the annual depreciation or decrease the current and/or year-to-date depreciation.

File unavailable *xxxxx*.

This message appears for one of three reasons:

1. The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the files intact.

2. The function you are trying to access needs one or more files that are not on your system. Use the Options and Interfaces function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.

3. You are working with the wrong company. Return to the menu; then use the **Change Company (F5)** command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

Fractional years not allowed with sum-of-the-years'-digits method.

You can use the sum-of-the-years'-digits depreciation method only with assets whose depreciable life is measured in whole years.

Invalid date in *directory/file name*.

You must convert the old data files before you switch to European-format dates. Use the Company Information function on the Resource Manager Company Setup menu to switch back to the American-format dates, and reconvert the data.

Invalid entry. Value has opposite sign of acquisition cost.
Invalid entry. Value has opposite sign of base cost.
Invalid entry. Value has opposite sign of prior acquisition cost.

Assets can have either positive or negative value. If you enter a positive acquisition cost, subsequent values must be positive. If you enter a negative acquisition cost, subsequent values must be negative.

If you entered a positive or negative acquisition cost and saved the asset record, you cannot change a positive cost to a negative cost or vice versa. If you entered the cost in error, you must delete the asset record and reenter it.

No more years to depreciate.

The amount you enter in the Prior Years field cannot exceed the depreciable life of the asset.

Period depreciation is not computed.

You must use the Compute Period Depreciation function before you can use the Print Period Depreciation or Post Period Depreciation functions.

Unable to execute program *program*.

The system cannot run the program you selected from the menu. Make sure that the program displayed is present in the application's program directory and select the function again.

Unable to load menu record *menu* from file *file*.

The menu record for the application is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

YTD depreciation cannot exceed annual depreciation.

The amount in the YTD Depreciation field cannot exceed the amount in the Annual Depreciation field. Either increase the annual depreciation or decrease the year-to-date depreciation.

Glossary B

Accelerated Cost Recovery System (ACRS). The method prescribed by the IRS for calculating depreciation of most assets placed in service after 1980 but before 1987. The ACRS system is based on a four-type property classification scheme, with each property type subject to a fixed depreciation percentage for each year of the property's life. *See also* **MACRS**.

account. A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period. A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

accumulated depreciation taken. The portion of an asset's accumulated (prior year) depreciation that can be deducted from the owner's taxes. Accumulated depreciation taken is based in part on the percentage of business use. If an asset is used for business 100 percent of the time, all the depreciation accumulates in this field. If the asset is used for business less than 100 percent of the time, only the business portion of the depreciation accumulates in this field. *See also* **accumulated eligible depreciation**.

accumulated eligible depreciation. The total amount that an asset has depreciated before the current fiscal year for both business and nonbusiness use.

adjusted basis. The basis used to compute gain or loss on disposition of an asset for tax purposes.

Alternative Minimum Tax depreciation (A.M.T.). One of four sets of asset depreciation records provided by the Fixed Assets system. A.M.T. records are normally kept to provide an alternative way of calculating depreciation for federal tax purposes. *See also* **Book depreciation**, **FedTax depreciation**, *and* **Other depreciation**.

amortization. The systematic allocation of the cost of an asset over the accounting periods a company benefits from the asset. Amortization is used specifically in discussions of the attrition of intangible assets, but depreciation (of plant assets) and depletion (of wasting assets) are also forms of amortization.

application. A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.

asset. An item of value, either owned or leased, that is expected to benefit future operations. *See also* **fixed asset**.

Asset Depreciation Range System (ADR). One of the methods prescribed by the IRS for calculating depreciation of assets placed in service before 1981. The ADR system was based on broad industry classes of assets and prescribed the range of useful asset lives available to taxpayers. ADR was a yearly election for the assets acquired in the year; once it was elected, the taxpayer was bound by ADR accounting and reporting rules for those assets.

asset ID. A user-assigned code that identifies an asset or group of assets.

asset tag number. An identification number placed on an asset during inventory and used for internal audit controls. The tag and number are used to make sure that the asset is not missed or counted more than once.

back up. To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

balloon payment. The final payment, larger than preceding payments, on a debt that is not fully amortized.

bonus depreciation. Extra depreciation that the government lets the taxpayer take (with some qualifications) during the first year of an asset's life.

Book depreciation. One of four sets of asset depreciation records provided by the Fixed Assets system. Book records are normally kept for your company's general ledger. *See also* **FedTax depreciation**, **Other depreciation**, *and* **A.M.T depreciation**.

capital asset. Property held by a taxpayer (except inventory held for sale), depreciable property used in trade or business (section 1231 assets), or trade accounts and notes receivable. Often the term refers to an investment in securities.

capital gain. A profit on the sale or exchange of a capital asset.

capitalization. The recording of expenditures that will benefit the company in a future period as assets rather than expenses.

capital lease. A lease that is treated by the lessee as both borrowing funds and acquiring an asset to be amortized. This lease is recorded as both an obligation on the company's books and as an asset.The lessor treats a capital lease as a sale in return for a series of future payments. *See also* **service lease**.

capital loss. A loss on the sale or exchange of a capital asset. A capital loss is deductible against only capital gains for tax purposes.

Class-Life System (CLS). A set of rules that determines lives for particular assets. These rules apply to assets acquired before 1971.

company. In OSAS, a business record associated with its own files, tables, and menu of applications.

convention. A rule determining when depreciation will begin (generally based on the date placed in service).

half year - a half year's depreciation is computed for the acquisition year and the retirement year

month after - depreciation starts the month after acquisition and ends the month after retirement

zero and full - no depreciation is taken in the year of acquisition, and a full year's depreciation is taken in the year of retirement

half and full - a half year's depreciation is taken in the year of acquisition, and a full year's depreciation is taken in the year of retirement

month of depreciation - depreciation begins in the month of acquisition and ends in the month of retirement

conversion. The process of updating existing files, programs, or applications to the current version. *See also* **installation**.

cost of replacement. The amount of money needed to replace the asset with a unit of equivalent utility.

cost of reproduction. The total amount of money it would take to duplicate an asset as it was when it was new, based on current market prices for materials and labor plus contractors' overhead, profit, and fees.

declining balance depreciation methods. A method of determining the periodic depreciation charge calculated by applying a multiple of the straight-line rate to the asset's unrecovered cost.

depreciable cost. The acquisition cost plus depreciable expenses related to the acquisition of the asset, minus the salvage value, 179 expensed amount, and other predepreciation deductions.

depreciation. The wearing out or loss of usefulness of assets whose cost of acquisition was a nondeductible capital expenditure. Tax law allows a taxpayer to spread the exhaustible capital expenditures over the assets' useful lives by periodic depreciation deductions.

discount rate. An interest rate used to convert future payments to present values.

effective tax rate. The total tax divided by the net income.

Energy Tax Credit. A tax credit (effective 1981–1986) for investing in qualifying energy property. Various properties qualified with various tax credit percentages.

estimated life. The expected useful life of an asset from the date it was placed in service to the projected retirement date.

expenditure. Payment of cash to obtain goods or services. If an expenditure has the potential to benefit the company in the future, it can be treated as an asset rather than an expense if capitalized. *See also* **capitalization**.

expired life. The time between the date the depreciation of the asset began and the current date. *See also* **remaining life**.

FedTax depreciation. One of four sets of asset depreciation records provided by the Fixed Assets system. FedTax records are normally kept for federal tax purposes. *See also* **Book depreciation**, **Other depreciation**, *and* **A.M.T. depreciation**.

field. A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file. A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.

fixed asset. Anything with a useful life of more than one year that is used to produce income and is not intended for sale. Also called *plant assets*, fixed assets include such things as buildings, machinery, land, and natural resources.

fixed principal. A loan type in which the principal amount applied to each payment remains the same while the payment amount varies each month.

function. A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.

gain realized. The positive difference between the amount received and the adjusted basis of a sold asset.

gain recognized. The portion of the realized gain considered in calculating taxable income.

general ledger. A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

improvement. Extraordinary repairs or maintenance of an asset such as an addition to a building that increases its value, extends its useful life, or both.

intangible property. Property such as copyrights and franchises. *See also* **tangible property**.

installation. The process of adding an application to an existing system. *See also* **conversion**.

interface. To join to another application for the purpose of having information entered in one application update information in another application's files.

investment tax credit. A reduction in income tax liability (effective 1981–1986) granted by the federal government for purchasing new or used depreciable property. The amount of the credit was limited to 10 percent of the eligible investment or to the taxpayer's tax liability, whichever was less.

ITC Elections. Three options for modifying the basis of investment tax credit property placed in service after 1982 and before 1987, or otherwise compensating for regular, energy, and certified historic-structure investment credits. The first reduced the original basis by half the ITC amount; the second reduced the percentage of the credit taken by two points without changing the original basis; the third took the whole ITC amount without changing the basis. The third method was valid only for assets placed in service before 1981.

journal. A chronological record of transactions.

journal entries. Transactions recorded in a journal.

lease. An agreement conveying the right to use a property, plant, or equipment for a stated period.

lessee. The person who leases the property.

lessor. The person who owns the leased property.

menu. A list of applications, functions, options, or other menus.

Modified Accelerated Cost Recovery System (MACRS). The method prescribed by the IRS for calculating depreciation on assets placed in service after 1986. The MACRS system is like the ACRS system, but it uses revised tables and different recovery rates. *See also* **ACRS**.

Other depreciation. One of four sets of asset depreciation records provided by the Fixed Assets system. Other records are normally kept for local tax purposes. *See also* **Book depreciation**, **FedTax depreciation**, *and* **A.M.T. depreciation**.

personal property. Machinery- or equipment–property that is not real estate. *See also* **real property**.

personal property tax. Taxes imposed on real estate, personal property, or both. Real estate taxes are calculated from assessed values and tax rates. Personal property tax on such things as machinery, equipment, office furniture, and vehicles is determined by cost figures summarized by type and age. Tax ratios based on these criteria can be applied to the original cost or to the unrecovered cost, depending on local rules.

plant assets. Buildings, machinery, equipment, land, and natural resources. *See also* **fixed asset**.

post. To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program. A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.

property class code. A code that systematically breaks down assets from general to more specific categories. Here is an example:

1	office furniture and equipment
11	desks
12	computing equipment
121	calculators
122	computers
1221	word processing computers
1222	data processing computers
12221	peripherals
122211	printers
122212	terminals

Note that the codes become more specific as more digits are used.

purge. To remove from the system. *See also* **restore**.

real property. Land and in general anything erected on, growing on, or attached to land.

recapture of depreciation. The reversal of a previously taken depreciation expense. For example, suppose a company uses a half-year convention that takes no depreciation in the year of disposal. If the company disposes of an asset after four months, the Fixed Assets system will have posted four months' worth of depreciation expense to the general ledger. This amount must be recaptured since the convention stipulated that no depreciation was to be taken in the year of disposal.

recapture of investment tax credit. The reversal of a previously taken investment tax credit. If you retire an asset for which you have taken an investment tax credit before the end of its useful life, you must recapture the surplus credit. The surplus is calculated from the original investment credit taken multiplied by the appropriate percentage rate for the class of the property and the year of its useful life in which you disposed of it. The percentages are listed under the recapture rule in IRS publications on investment credit.

record. A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.

recovery. Depreciation according to IRS-endorsed rules.

rehabilitation credit. A tax credit (effective 1981–1986) granted for rehabilitating buildings or certified historic structures. The tax credit percentage was based on various factors such as the age of the property.

remaining life. The time between the present date and the end of an asset's depreciable life. *See also* **expired life**.

restore. To bring information back to its original place and condition. *See also* **purge**.

retirement. Eliminating the asset from the system—for example, through sale, trade, donation, abandonment, or casualty.

Rule of 78s. A method of calculating interest on a loan in which 12 months is divided into 78 interest periods. On a 12-month loan an individual would pay 12/78 interest in the first month.

Section 179 expense. A deduction that allows you to treat at least part of the cost of qualifying property as an ordinary expense rather than a capital expenditure in the first year it is placed in service. For more information, consult your accountant or financial controller.

service lease. A lease for a period considerably shorter than the usable life of the asset, in which the lessor is responsible for maintenance and taxes and the lessee does not acquire the asset at the end of the leased term. *See also* **capital lease**.

straight line depreciation method. A nonaccelerated depreciation method in which the acquisition cost of property is written off in equal amounts during the estimated useful life of the asset.

straight line loan type. Total interest expense spread evenly over the life of the loan.

sum-of-the-years'-digits depreciation method. An accelerated depreciation method in which annual depreciation is calculated by multiplying the acquisition cost of the asset less its estimated salvage value times a fraction. The numerator of the fraction is the number of years in the asset's remaining life (at the beginning of the year); the denominator is the sum of the years' digits. The Fixed Assets system uses an alternate method applying a factor to the unrecovered cost rather than to the original cost, which compensates for errors in calculating the depreciation from previous years and assures that the asset's unrecovered cost will be zero at the end of its useful life.

table. A grid that holds records and is visible. *See also* **file**.

tangible property. Property that can be seen or touched. *See also* **intangible property**.

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